



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 356

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12th September, 2023

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 **vacant** post of **Project Analyst (GMG/SEG 2)** in the **Policy, Planning and Project Management Division, Ministry of Agriculture, Fisheries and Mining**, salary range \$3,770,761 - \$5,071,254 per annum.

Job Purpose

Under the general direction of the Project Management Specialist (GMG/SEG 4), the Project Analyst (GMG/SEG 2) will provide administrative and technical support with the design and development of new projects which will contribute to the Ministry's goals and enhance the resilience of the agriculture sector. The incumbent will participate in feasibility studies, development of Concept Papers as well as the writing of projects.

The Project Officer will work closely with the Senior Director and the Project Management Specialist.

Key Responsibilities

Management/Administrative:

- Identifies opportunities for new projects within the agricultural sector;
- Designs projects to enhance the resilience of vulnerable communities/groups, while also meeting the strategic priorities of the funders;
- In collaboration with the beneficiary/group, writes and submits Concept Notes and Proposals to address concerns/deficiency;
- Identifies and manages stakeholders;
- Prepares Briefs, Notes, Documentations and Presentations;
- Prepares Action Plans and Risk Analysis;
- Schedules special meetings, provide information/advice and record decisions (e.g. assigned tasks and next steps);
- Ensures that the negative trends on matters pertaining to project implementation are brought to the attention of the Senior Director;
- Provides administrative and technical support to internal and external stakeholders;
- Represents the Senior Director at meetings, workshops and other functions as directed;
- Reviews Monthly and Quarterly Achievement Reports.

Technical/Professional Responsibilities:

- Designs formats and procedures to record and monitor resources and project progress;
- Analyzes Project Reports and ensures that projects' achievements are consistent with the targets;
- Develops and conducts feasibility studies;
- Prepares technical papers and analysis from studies conducted for presentation to stakeholders;
- Develops Operational Procedural Manuals;
- Provides administrative and logistical support to consultants, contract officers, internal and external clients and maintains effective communication links to ensure that the required level of service is maintained;
- Writes Proposals, Presentation and Analytical reports/documents;
- Undertakes research and prepares required documents/reports;
- Reviews procedures and directions for projects/initiatives and recommendations made for greater effectiveness;
- Conducts a stakeholder analysis, ensuring all relevant parties are identified and managed according to their respective levels;
- Reviews project physical achievement reports and recommendations made for improvement;
- Updates Procedural Manuals;
- Develops and implements mechanisms to document follow-ups and lessons learnt.

Human Resources Responsibilities

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Branch and implements appropriate strategies;
- Co-ordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Branch;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well-being of staff supervised;
- Effect disciplinary measures in keeping with established guidelines/practices.
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Performs any other related duties which may be assigned.

Required Knowledge, Skills and Competencies

Core

- Excellent planning, organizing and multi-tasking skills;
- Excellent verbal and written communication skills;
- Good leadership and interpersonal skills;
- Good customer service relations skills;
- Good problem-solving skills and tenacity;
- Good analytical skills;
- Strong team building and negotiation skills;
- Strong creative skills with ability to work independently;
- Self-motivated and dynamic. High capacity of work and resilient.

Technical

- Ability to work in a team environment with technical and non-technical staff;
- Ability to work with tight guidelines and deliver positives results;
- Ability to elicit cooperation and to adapt and respond to changes in priority and environment;
- Strategic thinking and documentation skills.
- Thorough knowledge of the Project Management Cycle;
- Good research and information-gathering skills;
- Excellent knowledge of the organization's policies and procedures;
- Excellent presentation skills;
- Proficiency in the use of relevant computer applications, including project management software;
- Good budget management skills;

Minimum Required Qualification and Experience

- First Degree in Management, Business, Agriculture or related discipline;
- Five to ten (5-10) years related experience;
- PMP Certification would be an asset but not required.

Special Conditions Associated With The Job

- Island wide travelling.
- Requires conducting field work.

Applications accompanied by résumés should be submitted **no later than Monday, 25th September, 2023 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6

E-mail: jobopportunities@moa.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