



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 448**

### **OSC Ref. C.6555<sup>16</sup>**

**25<sup>th</sup> October, 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 Development and Evaluation Officer (GMG/SEG 3)** in the **Policy, Planning, Projects and Research Division, Ministry of Industry, Investment and Commerce (MIIC)**, salary range \$4,594,306 - \$6,178,830 per annum

### **Job Purpose**

Under the general direction of the Director, Projects and Evaluation, the incumbent plans and organizes the work of the Division and also provides strategic direction, support and oversight in respect of project development and evaluation activities. This involves scanning the internal and external environment to identify opportunities for programmes and projects which will enable the Ministry to achieve its strategic objectives.

Additionally, he/she leads in the evaluation of on-going or completed projects to determine the level of achievement of project objectives; development of effectiveness, efficiency, impact and sustainability, as well as to document lessons learned so as to facilitate the decision-making process of the project stakeholders including donors and national partners.

There is also a requirement for the Director to represent the Ministry at meetings, seminars and conferences and to participate in negotiations with international funding agencies to obtain financing for major projects and forge and/or strengthen relationships with our international partners.

### **Key Responsibilities**

#### ***Management/ Administrative:***

- Participates in the various planning functions (Strategic, Corporate and Operational Plans), ensuring the alignment of these Plans and their consistency with the Government's strategic objectives;
- Develops Operational, Work Plans and Budgets for the Division;
- Participates in the Ministry's Strategic Planning process;
- Plans, organizes and manages work assigned; develops work schedules, programmes, work activities and recommends improved methods and changes as required;
- Prepares and presents relevant papers and studies at conferences/seminars/workshops;
- Ensures that the work of the Division is carried out according to plan and that agreed targets are achieved;
- Represents the MIIC at meetings, negotiations, conferences and other fora and makes the necessary speeches and presentations as required.

#### ***Technical/Professional:***

- Scans the internal and external environment to identify opportunities for programmes and projects;
- Guides in the preparation of project proposals, including project design, objectives, scope and costing;
- Oversees the development of project documents/proposals and business plans for local and international funding, including technical marketing and financial analysis;
- Directs the conduct of the Return on Investments (ROI) to determine the economic and/or social value of projects;
- Determines financing sources for projects and participates in negotiations to obtain funding approval;
- Reviews reports on baseline studies conducted for externally funded projects;
- Oversees the evaluation of on-going and completed projects and the documentation of lessons learned in order to:
  - ✓ Facilitate the decision-making process of the project stakeholders including donors and national partners

- ✓ Provide key stakeholders with information needed to guide the project strategy towards achieving set goals and objectives
- ✓ Provide early warning of activities and processes that need corrective action
- ✓ Help empower project partners by creating opportunities for them to reflect critically on the project's direction and decide on improvements
- ✓ Build understanding, motivation and capacity amongst those involved in the project
- ✓ Assess progress to enable reporting requirements to be met;
- Monitors the evaluation process to ensure that:
  - ✓ Internationally accepted best practices and solid ethical principles are adhered to
  - ✓ The evaluation process is an inclusive and participatory exercise that should not only be receptive to comments from any of the stakeholders concerning factual inaccuracies in the reports, but also maintains total independence;
- Co-ordinates the circulation of draft evaluation reports among key stakeholders to facilitate input for a balanced perspective;
- Reviews final report before submission to donors and other relevant stakeholders.

#### ***Human Resource:***

- Provides leadership and guidance to staff through effective objective setting, effective planning, delegation, communication, training, mentoring and coaching.
- Identifies the training and developmental needs of staff and ensures that they are adequately addressed;
- Participates in the recruitment of staff for the Division. Ensures that staff are aware of and adhere to the policies, procedures and guidelines governing the operations of the Ministry;
- Recommends disciplinary action in keeping with established human resource policies and guidelines;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the objectives of the Ministry;
- Performs any other related duties which may be assigned from time to time.

#### **Required Knowledge, Skills and Competencies**

##### ***Core:***

- Strong leadership and management skills
- Excellent negotiating skills
- Excellent team-building and staff development skills
- Ability to analyze and interpret information for decision-making
- Excellent interpersonal and people management skills
- Excellent oral and written communication skills
- Strong customer relations skills
- Excellent problem solving and conflict management skills

##### ***Technical:***

- Strong knowledge of Microsoft Office
- Excellent knowledge of project development and evaluation
- Good knowledge of risk management techniques
- Ability to work effectively with international donor partners and other stakeholders
- Excellent knowledge of Project Management principles and practices
- Excellent knowledge of Return on Investment (ROI) and cost benefit analyses

#### **Minimum Required Qualification and Experience**

- Master's Degree in Management, Business, Economics, Agriculture or equivalent qualifications in a related discipline;
- Supervisory/Management training;
- Training in Project Management;
- Three (3) years' experience in a comparable working environment.

**OR**

- Bachelor of Science Degree in Management, Business, Economics Agriculture or equivalent qualifications in a related discipline;
- Supervisory/Management training;
- Training in Project Management;
- Five (5) years' experience in a comparable working environment.

**Special Conditions Associated with the Job**

- Will be required to work beyond the normal working hours and on weekends and public holidays;
- Multiple deadlines to be met;
- Will be required to travel locally and overseas.

Applications accompanied by résumés should be submitted **no later than Tuesday, 7<sup>th</sup> November, 2023 to:**

**Director  
Human Resource Management and Development  
Ministry of Industry, Investment and Commerce  
4 St. Lucia Avenue  
Kingston 5**

**Email: [hrm@miic.gov.jm](mailto:hrm@miic.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**