



## Office of the Services Commissions

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### **CIRCULAR No. 2** **OSC Ref. C. 4858<sup>46</sup>**

**4<sup>th</sup> January, 2024**

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 Co-ordinator (GMG/SEG 3) (PROJECT)** in the **Agricultural Land Management Division, Ministry of Agriculture, Fisheries and Mining**, salary range \$4,594,306- \$6,178,830 per annum.

#### **Job Purpose**

Under the direction of the Senior Director, Agricultural Land Management Division the Project Co-ordinator is responsible for the planning, management and implementation of the Soil Fertility Mapping Project. The officer will be responsible for co-ordinating, monitoring and reporting on the activities related to project implementation in accordance with the Project Document, the Financing Guidelines, the Government Procurement Handbook and related Policy Documents, the Financial Administrative and Audit Act and prevailing Circulars.

#### **Key Responsibilities**

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

- Develops Operational, Work Plans and budgets for the project;
- Monitor the implementation of the Soil Fertility Mapping Project to ensure that work is carried out as planned within scope, schedule, budget and other relevant constraints;
- Plans, organizes and manages work assigned, develops work schedules, programmes, work activities and recommends improved methods and changes as required;
- Ensures compliance with laws, regulations, policies and procedures governing activities and the operation of the Ministry of Agriculture and Fisheries;
- Undertakes necessary assessment, plans and organizes training sessions and developmental workshop as required;
- Ensures that the work of the Project Implementation Unit is carried out according to plan and that agreed targets are achieved;
- Presents speeches and presentations as required.

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

- Develops annual programme of work for approval by Senior Director;
- Submits monthly progress reports against Work Plan;
- Develops operating budget for Project;
- Participates in project monitoring meeting and proposes improvement in implementation if necessary;
- Evaluates potential problems and technical hitches and develops solutions;
- Plans and manages team goals, project schedules and new information;
- Supervises the project and co-ordinates all team members to keep workflow on track;
- Manages project-related paperwork by ensuring all necessary materials are current, properly filed and stored;
- Manages project correspondences by preparing and reviewing project proposals, memoranda, meeting Minutes and emails;
- Communicates with clients to identify and define project requirements, scope and objectives;
- Maintains effective recording and Management Information System to provide timely information for project evaluation;
- Performs other related duties as may be required from time to time.

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

#### **Core:**

- Excellent oral and written communication skills;
- Well-developed analytical skills;
- Sound decision making skills;
- Strong leadership attributes;
- Strong customer relations and conflict resolution skills;
- Interpersonal skills;
- Effective team player.

#### **Technical:**

- Strong grasp of managerial and financial accounting principles;
- Proficiency in word processing, spread sheet application, Power Point and Database management;
- Sound knowledge in the effective use of the internet and the World Wide Web;
- General knowledge of the operations of Government rules, regulations and procedures;
- Sound knowledge Project/Programme Management.

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

- A first degree (BSc) in Management, Public Administration or Agriculture or any related Social Science Degree and eight (8) years related experiences.
- PLUS**
- Specialized training in Planning and/or Project Management, Economic Analysis and Statistics.

### **Specific Conditions Associated with the Job**

The job involves a typical office working environment. However, the incumbent will be required to conduct site visits to satisfy the monitoring aspects of the job.

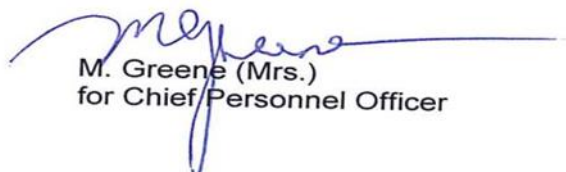
Applications accompanied by résumés should be submitted **no later than Wednesday, 17<sup>th</sup> January, 2024 to:**

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

Email: [jobopportunities@moa.gov.jm](mailto: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.**

  
M. Greene (Mrs.)  
for Chief Personnel Officer