



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 58**  
**OSC Ref. C. 6272<sup>18</sup>**

**31<sup>st</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 Modernisation Projects Co-ordinator (GMG/SEG 3) - (2 posts)** in the **Public Sector Modernisation Division (PSMD), Office of the Cabinet**, salary range \$4,594,306 - \$6,178,830 per annum.

### **Job Purpose**

Under the general direction of the Senior Director, Modernisation Programme Implementation, the Modernisation Projects Co-ordinator is responsible for the detailed planning, management and execution of Modernisation Projects and activities assigned. The Modernisation Projects Co-ordinator will be expected to assume the role of (technical) Lead Consultant as assigned on Modernisation Projects.

### **Key Responsibilities**

- Provides advice to the Senior Director, Modernisation Programme Implementation on project determination, initiation, planning and delivery;
- Provides information and support to the Senior Director Modernisation Programme Implementation in the development of clear proposals for the implementation of approved projects, including the identification/clarification of deliverables, implementation modalities, and the design of implementation plans (resource, financial, risk, procurement plans, etc);
- Advises on the most appropriate Project Team modality (in-house project management, external project management, technical assistance, etc) to realise efficient and effective project development and delivery and manages the development of Sub-project Teams; briefs these Teams on terms of references, objectives, schedules and action plans for specific projects;
- Works with the Senior Director Modernisation Programme Implementation to determine necessary consultancy inputs, develop terms of references and negotiate contracts;
- Manages implementation of all sub-projects assigned; conducts scoping, planning and determines resourcing; forecasts resource requirements and monitors utilisation;
- Undertakes and/or supports prior options reviews of Organizations and systems within Ministries, Departments and Agencies Leads, or as part of Project Team, participates Provides project risk management; identifies issues related to project management and implementation needing to be addressed by the Senior Director, Modernisation Programme Implementation and advises on remedial/mitigating action;
- Establishes stakeholder relationships to obtain buy-in at all levels within the organisation and with external stakeholders, such as Trade Unions, to project scope and objectives;
- Establishes counterpart working arrangements and responsibilities within the entity being transformed; establishes project management and governance structures within Organizations to be transformed (Transformation Teams, Change Teams, etc)
- Establishes reporting arrangements within the project to ensure effective monitoring and management of individual activities/work streams;
- Facilitates workshops for the collection of information and the identification of issues affecting the optimisation of performance within MDAs;
- Leads or participates in presentations to clients on findings and recommendations emerging from reviews to obtain buy-in and commitment to implementation;
- Oversees change management and communication inputs into all projects;
- Reviews and quality assures deliverables produced by Team Members and counterparts in MDAs;
- Leads quarterly reviews with Project Teams and counterparts; provides regular reports to the Senior Director, Modernisation Programme Implementation on progress of project implementation;
- Provides recommendations on the need/opportunity for new project development to address gaps in the overall Modernisation Programme;
- Leads activities for knowledge management and sharing within the Project and Counterpart Teams; participates in the mentoring and coaching;
- Contributes to a knowledge base of methodologies, approaches, best practices in project implementation and modernisation;

- Participates in Post-Project Implementation Review;
- Works with the Modernisation Programme Development Unit to keep up-to-date on trends in Public Sector development.

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

- Excellent oral and written communication skills
- Strong customer and quality focus
- Good teamwork and co-operation
- Takes initiative
- Good emotional intelligence
- Social skills
- Good problem-solving and decision-making skills
- Adaptability
- Organizational communication
- Analytical thinking skills
- Good planning and organizing skills
- Partnering/Networking
- Client Management
- Strategic thinking
- Technical credibility
- Change management
- Business Analysis
- Organizational Analysis and Design
- Project Management

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

- First Degree in Management Studies, Business Administration, Public Administration or related discipline;
- Specialised training in Project Management;
- Specialised training and qualification, with at least three years of direct work experience in one or more of the following areas:
  - Strategic and Operational Planning
  - Business Analysis
  - Management Analysis
  - Management Information Systems
  - Operations Management
  - Finance
  - Human Resource Management
- Five (5) years working in a management position in the Private or Public Sector, preferably with experience in planning and implementing high organizational impact projects.

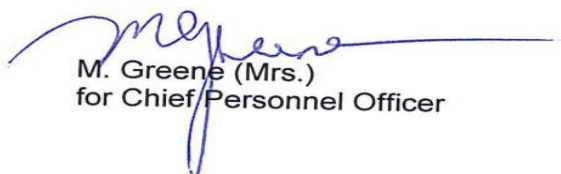
Applications accompanied by résumés should be submitted **no later than Tuesday, 13<sup>th</sup> February, 2024 to:**

**Senior Director  
Human Resource Development and Management  
Office of the Cabinet  
1 Devon Road  
Kingston 10**

E-mail: [jobs@opm.gov.jm](mailto:jobs@opm.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