



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 354 **OSC Ref. C. 5851²²**

11th September, 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 **Director, Special Projects (GMG/SEG 2)** in the **Special Project Department, Jamaica Library Services (JLS)**, salary range \$4,266,270 - \$5,737,658 per annum.

Job Purpose

Under the direct supervision of the Director General, the Director, Special Projects has the responsibility to develop, design and manage the implementation of Special Projects in an efficient manner to add value to organizational development.

Key Responsibilities

- Develops, designs and co-ordinates implementation/completion of Special Projects in the following areas:
 - ✓ Building and Physical Infrastructure
 - ✓ Books and other Library Resources
 - ✓ Information and Communication Technology
 - ✓ Programmes and Services
 - ✓ Any other areas identified and communicated
- Provides oversight, guidances and directions for the administration of the Special Projects Portfolio;
- Researches and prepares project proposals in keeping with stated guidelines/rules and regulations;
- Identifies and researches potential funding opportunities;
- Establishes links with foundations and funding agencies both local and international;
- Contributes to the organization's Strategic Plan – implementation and evaluation;
- Advises and keeps the Director General informed on all Special Project matters through meetings, reports and other formats as agreed;
- Gives direction and supervision to all Special Project Departmental employees, and as applicable provide supervision of project;
- Manages the Capital Budgeting Portfolio;
- Participates in the preparation of the Annual Budget in associates with the Director of Finance;
- Represents the interest of the Jamaica Library Service in negotiations regarding Special Projects funding and related matters;
- Ensures adherence at all times to the Government of Jamaica Procurement Guidelines;
- Utilizes all applicable technology to drive an efficient and effective Special Project Portfolio;
- Keeps abreast of all current development in Special Project management both at the local and international levels;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent administrative skills;
- Demonstrate skills to organize, direct and lead Special Projects;
- Ability to exercise sound judgement in complex situations;
- Strong analytical and financial skills;
- Knowledge of Public Sector operations;
- Proficiency in the use of Microsoft applications including project management;
- Working knowledge of capital budgeting.

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public/Business Administration;

- Training in Project Management;
- Three (3) years' experience in Project Management;
- Two (2) years' experience in co-ordinating/administering projects funded by local and international agencies/organizations;
- Management of projects across industries – profit and not-for-profit.


Applications accompanied by résumés should be submitted **no later than Tuesday, 24th September, 2024 to:**

**Director General
Jamaica Library Service
2 Tom Redcam Drive
Kingston 5**

Email: dirgen@jls.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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**