



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 355 **OSC Ref. C.6272¹⁸**

1st December, 2025

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 **temporary** post of **Project Officer (SOG/ST 7) (contract)** in the **Administration and Special Services Division, Office of the Prime Minister** salary range \$5,198,035 - \$6,990,779 per annum.

Job Purpose

Under the general supervision of the Director of Administration and Special Services, the Project Officer will apply relevant technical expertise to guide and support the timely development and execution of projects within the assigned Project portfolio. The expertise must be applied to ensure that the Office of the Prime Minister (OPM) needs are appropriately determined, linked to National or Sector policies and importantly that the project developed adequately addresses the need. The Officer, in collaboration with the Director of Administration and Special Services, will directly supervise maintenance and construction projects and ensures project targets and milestones remain on schedule.

Key Responsibilities

- Ensures assigned projects are evaluated, developed, and are carefully scoped and aligned to the project objectives;
- Monitors and respond to ensure compliance in all areas of work, to include safety, environmental and disaster risk reduction;
- Ensures the timely monitoring of project schedules and budgets, preparing monthly progress reports, and liaising with key stakeholders;
- Undertakes effective interaction and informed engagement with stakeholders (internal and external), as needed for smooth implementation at all stages of the project cycle;
- Prepares progress project reports as well as ad hoc reports for presentation to internal and external clients;
- Prepares Terms of Reference (TOR) for the procurement of Formulation/Design and Supervision Services (civil works);
- Manages consultancy contracts for civil works with time, quality and cost as performance measures required;
- Provides administrative and technical support, co-ordination and monitoring of projects;
- Assists in preparing Project Status Reports;
- Initiates surveys, layout designs, engineering designs, bills of quantities and pricing;
- Liaises with external Technical Agencies for co-ordination of projects;
- Prepares engineering designs to be submitted to relevant approval Agencies;
- Liaises with project partners, partners, associated Agencies, Project Management and Technical Team in facilitating the development, planning, monitoring and management of Ministry and privately developed projects;
- Inspects, assess and reports on projects to be upgraded;
- Develops and implements preventative maintenance schedule for the OPM (including air condition units and firefighting equipment) and its offsite locations;
- Prepares scope of works for ongoing OPM projects;
- Conducts site visits and surveys to ensure that facilities are being maintained in a satisfactory standard;
- Prepares sketch plans and final drawings, as required;
- Evaluates work and makes recommendation for payments prepares bill of quantities and cost estimates for projects;
- Assists in the management of projects to ensure that the budget is not exceeded.

Required Knowledge, Skills and Competencies

- Excellent interpersonal and customer relation skills
- Ability to work independently, in teams or lead a team, both cohesively and efficiently.
- Excellent oral and written communication and interpersonal skills

- Excellent administrative and strong organizational skills
- Creative and innovative thinking
- Sound analytical and problem-solving skills
- Knowledge in Project Management, Monitoring and Evaluation
- Knowledge of Central Government's operational procedures
- Knowledge of research techniques
- Experience in AUTO CAD and Draughting
- Knowledge of sub-division/building design
- Proficient in the use of standard computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Civil Engineering, Agricultural Engineering, Construction Management, Architecture or related discipline from an accredited Tertiary Institution.
- Knowledge and experience in Project Management
- At least 2 years' professional Project Preparation/Appraisal experience
- At least 2-3 years' experience on civil work projects,
- Experience implementing construction works, operations and maintenance management

Applications accompanied by résumés should be submitted **no later than Friday, 12th December, 2025 to:**

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

Email: 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 (acting)**