



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Project Development Planner
JOB GRADE:	GMG/SEG
POST NUMBER:	53627
DIVISION/BRANCH:	Project Planning and Maintenance Division
SECTION/UNIT:	Project Planning Section
REPORTS TO:	Director, Project, Planning and Maintenance
MANAGES:	Project Development Specialist Quality Surveyor Engineer Technician/Draftsman

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Under the direction of the Director, Project Planning and Maintenance, the Project Development Planner is responsible to coordinate and provide leadership in identifying project ideas with development potential, which are consistent with national and sectional priorities.

2. KEY OUTPUTS (Results, Deliverables)

- Reports on Pre-feasibility studies prepared;
- Project Profiles prepared;
- Implementation of feasibility studies monitored;
- Research conducted;
- Technical Advice provided;
- Performance and other reports prepared and submitted

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Participates in the development of the operational plan and budget for the Project Planning and Maintenance Section;
- Prepares individual Work Plan;
- Provides advice to the Corporate Planner to ensure that approved projects are incorporated in the Ministry's Corporate Plan;

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- Represents the Ministry at meetings and workshops;
- Prepares and submits performance and other reports.

B.) Technical/Professional Responsibilities;

- Collaborates with technical and administrative officers in the Ministry in identifying project ideas, which are consistent with national and sectoral policies;
- Conducts pre-feasibility analyses of project ideas to determine which proposals have development potential and is worth pursuing;
- Prepares reports of pre-feasibility analyses and submits to the Director, Project Planning and Maintenance for review and approval to carry out feasibility studies;
- Collaborates with project teams in the preparation of project profiles and participate in negotiating funding agencies for conducting feasibility studies;
- Participates in tender invitation, evaluation and selection for feasibility studies;
- Monitors the implementation of feasibility studies to ensure that work is in accordance with the terms of reference and that agreed time frames are met;
- Conducts research and prepares submissions/briefs for the Minister of Health, Cabinet and Permanent Secretary on proposed capital projects;
- Collaborates with the Director, Environmental Health to assess the impact of proposed projects on the natural environment and the extent to which adverse consequences can be avoided by planning;
- Monitors the selection of Contractors by ensuring that the tendering procedures are consistent with established guidelines and Government policies;
- Liaises with the Director, Legal Services to ensure that all project related contracts/agreements are constitutional and legally binding.

C.) Human Resource Responsibilities

- Provides leadership to staff supervised through effective goal setting, delegation and communication;

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- Manages the welfare and development of staff supervised through the preparation of Performance Evaluation and recommends training and other programmes;
- Provides guidance to staff supervised through coaching, mentoring and support as necessary;
- Monitors the operations of the Section and oversees and/or participates in the review and evaluation of the work of assigned staff;
- Promotes the building of institutional knowledge for the Division by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff adheres to the policies and procedures of the Branch;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for staff in the Branch and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends/administers disciplinary action in keeping with established Human resource policies;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Conducts monthly and ad hoc staff meetings.

D.) Other Responsibilities:

- Performs any other related duties, as assigned by the Director, Project Planning and Maintenance.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Reports on Pre-feasibility studies prepared and submitted within agreed time frame;

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- Project Profiles prepared in keeping with set standards and within agreed time frame;
- Implementation of feasibility studies monitored in keeping with established standards;
- Research conducted in accordance with established guidelines and in a timely manner;
- Technical advice provided are technically sound and timely;
- Performance and other reports prepared and submitted are accurate, comprehensive and prepared in a timely manner;

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Director, Project Planning and Maintenance	Obtain advice, receive directives and guidance, work assignments information regarding portfolio and provide feedback
Project Team in the Ministry	Collaborate on the preparation of project profiles
Director Environmental Health	Collaborate- Impact of project on natural environment
Director, Legal Services	Matters relating to project contracts/agreements
Regional Health Authorities – Regional Directors, Directors,	Matters relating to projects in the various regions and impact

ii) External Contact

Contact	Purpose of Communication

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6. REQUIRED COMPETENCIES

Core

- Ability to communicate effectively orally and in writing;
- Good interpersonal skills and people management;
- Good decision-making and critical thinking skills;
- Good leadership, networking and relationship-building skills;
- Strong analytical and forecasting skills.
- Good planning, organizing, time management and reasoning skills;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to motivate, persuade and influence others;
- Ability to prioritise among conflicting demands;
- Good customer relations skills;
- Excellent skills in teamwork and cooperation;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Ability to exercise tact and diplomacy in dealing sensitive and confidential employee situations;
- Strong goal/result orientation;
- Keen listener;
- Managing external relationships
- Excellent integrity/ethics exercised in the performance of duties.
- Maintains a high level of productivity and self-direction;

Technical

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- Knowledge of government tendering requirements and procedures;
- Expertise in the application of project management techniques and tools;
- Working knowledge of quantitative analysis and statistical techniques;
- Expertise in the conduct of cost/ benefit analysis
- Ability to use project management software applications in the management of projects.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor of Science Degree in Management Studies, Economics, Accounts or related field;
- Training in Project Management.
- Five (5) years experience in Project Development Management
- Any equivalent combination of education and experience
- Experience in the public sector project management would be an asset.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours as the need arises;

9. AUTHORITY TO:

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- Recommend capital projects to be undertaken by the Ministry and Regional Health Authorities.

10. WORKING CONDITIONS

- Normal office conditions;

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