



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Project Management Specialist
JOB GRADE:	GMG/SEG
POST NUMBER:	
DIVISION/BRANCH:	Project Planning and Maintenance Division
SECTION/UNIT:	Project Planning Section
REPORTS TO:	Project Development Planner
MANAGES:	N/A

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 Project Development Planner, the Project Management Specialist is responsible to coordinate, manage and monitor all implementation activities of the Ministry's capital projects to ensure that contracts/specifications are adhered to.

2. KEY OUTPUTS (Results, Deliverables)

- National Health Projects managed and monitored;
- Protocols and standards reviewed and established;
- Implementation schedules reviewed and monitored;
- Projects deliverables managed and monitored;
- Project reports examined;
- Database to track expenditures developed and maintained;
- Data received on project performance consolidated;
- Post-implementation evaluation of projects conducted;
- Technical Advice provided
- Project Status Reports prepared and submitted.

3. KEY RESPONSIBILITIES (Activities, Tasks)

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A.) Management/Administrative Responsibilities

- Participates in the development of the operational plan for the Section;
- Prepares individual Work Plan;
- Provides technical advice to the ministry and agencies on matters relating to the implementation activities of the Ministry's Capital projects;
- Represents the Ministry at meetings and workshops etc;
- Prepares regular reports on the progress of projects and submits to the Project Development Planner.

B.) Technical/Professional Responsibilities;

- Manages projects for the Ministry of Health to meet established needs and requirements and ensures that they are consistent with the strategic direction of the Ministry;
- Reviews and establishes protocols and standards for specific projects as necessary;
- Develops and maintains detailed project plans;
- Manages and monitors projects deliverables in line with project plans;
- Arranges to review or assists in the reviews of proposals for new projects and activities;
- Develops and maintains detailed project plans;
- Develops methods to monitor projects or project progress;
- Reviews implementation schedules and monitors on an ongoing basis the progress of work on the Ministry of Health's projects to ensure completion within the scheduled time frame and technical specifications;
- Examines project reports, ensures variances are explained, identifies areas for immediate or priority action and updates the Project Development Planner;
- Prepares/Modifies critical path analysis as a guide to performance and to ensure performance remains on target;

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- Evaluates the level of manpower employed on project sites to ensure their adequacy in completing projects as planned;
- Conducts sites visits to monitor and evaluate projects;
- Monitors expenditure to ensure the efficient scheduling of resources to guard against cost overruns;
- Obtains, reviews and submits reports to funding agencies as per project agreement;
- Consolidates data received on project performance and prepares reports for submission to Planning Institute of Jamaica (PIOJ), Ministry for Finance and the Public Service (MOFPS), Project Analysis and Monitoring Company (PAMCO), and other Agencies, as required;
- Monitors the performance of Contracts to ensure compliance with the terms and conditions of their contracts;
- Conducts post-implementation evaluation of projects to determine if their objectives have been achieved in a cost effective manner. Prepare evaluation reports;
- Maintains an information system for the tracking of implementation activities and for ensuring an early warning system for delays/bottlenecks that may arise;
- Develops and maintains a database to track expenditures of all projects and provides up-to-date status of all projects being implemented by Regional Health Authorities/Agencies/Division;
- Maintains liaison with the Director, Civil Works Engineer, Project Engineer and Project Architect in matters relating to capital projects.
- Resolves or assists in the resolution of conflicts within and between projects.

C.) Other Responsibilities:

- Performs other related functions for the efficient implementation of the Ministry's capital projects.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

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- National Health Projects managed and monitored;
- Protocols and standards are consistent with international standards and developed on a timely basis;
- Implementation schedules reviewed and monitored on an ongoing basis to ensure completion within the scheduled time frame and technical specifications;
- Projects deliverables managed and monitored in keeping with established guidelines;
- Project reports examined in keeping with established guidelines and standards;
- Database to track expenditures of all projects developed and maintained; to ensure project costs remain within projected limits;
- Data received on project performance consolidated in keeping with requirements of the project plan and prepared within specified time frame;
- Post-implementation evaluation of projects conducted in a timely manner;
- Technical advice provided are technically sound and timely;
- Status reports prepared are comprehensive and accurate and submitted to relevant agencies on timely basis;
- Deadlines are effectively and consistently met;
- A high level of performance is consistently achieved.

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Director, Project Planning and Maintenance	Obtain advice, receive directives and guidance, information regarding portfolio and provide feedback

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Contact (Title)	Purpose of Communication
Project Development Planner	Obtain advice, receive directives and guidance, work assignments information regarding portfolio and provide feedback
Director, Civil Works Engineer, Project Engineer, Project Architect	Matters relating to capital projects.
Regional Health Authorities – Regional Directors, Directors,	Matters relating to the implementation of projects.

ii) External Contact

Contact	Purpose of Communication
Planning Institute of Jamaica (PIOJ), Ministry for Finance and the Public Service (MOFPS), Project Analysis and Monitoring Company (PAMCO), and other Agencies	Submission of reports

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 analytical and conceptual skills;
- Good leadership, networking and relationship-building 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;

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- 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

- Expertise in the application of project management principles, techniques and tools;
- Working knowledge of quantitative analysis and statistical techniques;
- Knowledge of cost/ benefit analysis;
- Working knowledge of management accounting
- Ability to use project management software applications in the management of projects.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor of Science (B.Sc) Degree in Management Studies, Engineering Architecture or equivalent;
- Training in Project Management;
- Five (5) years experience in Project Management;

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- Any equivalent combination of education and experience.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

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

9. AUTHORITY TO:

- Monitor all contracts/ agreements relating to the Ministry's capital projects to ensure compliance;
- Undertake post implementation evaluation of capital projects;
- Review implementation plans.

10. WORKING CONDITIONS

- Normal office conditions;

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