



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	<b>Director, Project Planning and Maintenance</b>
<b>JOB GRADE:</b>	<b>GMG/SEG</b>
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Project Planning and Maintenance Division
<b>SECTION/UNIT:</b>	
<b>REPORTS TO:</b>	Permanent Secretary
<b>MANAGES:</b>	Project Development Planner SOG/ST Director, Civil Works Engineer SOG/ST 8; Director Electrical Engineer SOG/ST 8; Director, Bio-Medical Engineer SOG/ST 8; Senior Secretary OPS/SS 3

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

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**1. JOB PURPOSE (Reason for Existence)**

Under the direction of the Permanent Secretary, the Director, Project Planning and Maintenance, develops, manages and coordinates the Capital A and B programmes for the National Health Sector, consistent with the requirements of the Government of Jamaica and the respective funding agencies. The Director functions as chief advisor to the Ministry and Regional Health Authorities on project management.

**2. KEY OUTPUTS (Results, Deliverables)**

- Operational Plan and budget prepared;
- National health projects identified, formulated and appraised;
- Proposals for capital projects developed;
- Financial and technical assistance for projects negotiated;
- Managerial, technical and financial support provided;
- Expenditure for goods and services authorized;
- Technical advice given;
- Project Status Reports prepared and submitted.

**3. KEY RESPONSIBILITIES (Activities, Tasks)****A.) Management/Administrative Responsibilities**

- Participates in the Ministry's Strategic planning process;
- Leads in the development of the Operational Plan and budget for the Project, Planning and Maintenance Division, ensuring that they are consistent with the strategic direction of the Ministry;

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- Participates in the Quarterly and Annual Performance Review to assess the achievements of the Ministry;
- Provides technical advice to the Ministry and Regional Health Authorities on project planning, development and maintenance;
- Prepares monthly management report on activities undertaken by the Division
- Represents the Ministry at local and international meetings, conferences, etc.

**B.) Technical/Professional Responsibilities;**

- Identifies, formulates and appraises national health projects to ensure that they are consistent with the strategic and corporate plans of the Ministry of Health;
- Provides overall coordination and integration of the project planning and maintenance process in the Ministry of Health and Regional Health Authorities;
- Develops proposals for capital projects and negotiates with national and international agencies in securing financial and technical assistance for the projects;
- Participates at the policy level in determining the projects, which should be given priority consideration;
- Provides managerial, technical and financial support to ensure that all project components are implemented in a cost effective manner in keeping with project requirements;
- Procures the services of consultants, equipment and supplies to support staff in the management of projects, as necessary;
- Authorizes expenditure for goods and services provided for the Ministry's capital projects, as per project agreements;
- Ensures the maintenance of a database to track expenditures of all projects and provides up-to-date status of all projects being implemented by the Ministry of Health;

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- Monitors and reports on the financial resources provided for the Ministry's capital projects, to ensure these are used in keeping with the project proposals and the financial regulations governing project funds;
- Develops and maintains liaison with international funding agencies, the Planning Institute of Jamaica and other Government Agencies involved in project development and monitoring.

### C.) Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, conducts performance appraisals and recommends performance improvements initiatives, where necessary;
- Ensures that staff assignments and performance measures are clearly defined and communicated to staff;
- Provides effective leadership and guidance to direct reports through coaching, mentoring and training, providing assistance and support, as needed;
- Promotes the building of institutional knowledge for the Division by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff is aware of and adhere to policies, procedures and regulations of the Ministry of Health and multilateral lending agencies, as applicable;
- Participates in the recruitment and selection of staff for the Division and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for staff in the Division 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 Permanent Secretary.

#### 4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Operational Plan and budget prepared in the appropriate format and in keeping with the strategic direction of the Ministry;
- National health projects identified, formulated and appraised in a timely manner;
- Proposals for capital projects developed in keeping with established guidelines and in a specified time frame;
- Financial and technical assistance for projects negotiated in a timely manner;
- Managerial, technical and financial support provided in keeping with project requirements and in accordance with established standards;
- Expenditure for goods and services authorized in a timely manner;
- Technical advice given is technically sound and timely;
- Project Status Reports prepared are comprehensive, accurate and submitted within agreed time frame;
- High ethical standards are maintained in the conduct of professional and personal business.

#### 5. INTERNAL AND EXTERNAL CONTACTS

##### i) Internal

Contact (Title)	Purpose of Communication
Permanent Secretary	Obtain/give advice, receive directives, and guidance, provide feedback
Chief Technical Director	Matters relating to projects
Directors in the Division	Collaborate, discuss issues relating to

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Contact (Title)	Purpose of Communication
	projects
Director, Standards and Regulations	Matters relating to the establishment of maintenance standards
Regional Health Authorities – Regional Directors, Directors, Operation and Maintenance	Matters relating to projects and maintenance of buildings and equipment

ii) External Contact

Contact	Purpose of Communication
Ministry of Finance and the Public Service	Reports on financial resources for projects
Bureau of Standards	Matters relating to establishment of standards for equipment
National & International funding agencies	Requests for financial and technical assistance

## 6. REQUIRED COMPETENCIES

### Core

- Ability to work at the strategic and operational level;
- Effective leadership and relationship-building skills;
- Ability to communicate effectively orally and in writing;
- Good interpersonal skills and people management;
- Good planning, organizing and time management skills;
- Strong decision-making and critical thinking skills;
- Excellent analytical and problem solving skills;
- Strong negotiation and dispute resolution skills;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to motivate, persuade and influence others;

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- 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**

- Sound knowledge of Government's Procurement Policy and procedures;
- Knowledge of Management Principles and Practices;
- Expertise in the application of Project Management Techniques and tools;
- In depth knowledge of the Project Management Cycle;
- Sound knowledge of the general requirements, of multi-lateral lending agencies;
- Expertise in the conduct of feasibility studies and cost/ benefit analyses;
- Ability to co-ordinate and manage multiple projects simultaneously;
- Proficiency in the use of relevant computer applications

## **7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- MSc in Business Administration/Public Sector Management or equivalent;
- Training in Project Management/Project Planning and Monitoring;
- A minimum of ten (10) years experience in project monitoring, controlling and reporting, at least five of which should be at the managerial level;
- 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:**

- Participate on teams negotiating with the national and international funding agencies for financial and technical assistance for the projects;
- Authorize expenditure, as per, project agreement;
- Recommend, the priority status of national health projects.

## **10. WORKING CONDITIONS**

- Normal office conditions.

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