



MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

JOB ADVERTISEMENT

Applications are being invited from suitably qualified officers to fill the post of **Project Officer (GMG/SEG 3) – (1 Year Contract)** in the **Urban Renewal and Development Programme, Ministry of Economic Growth and Job Creation** salary range, \$4,594,306 - \$6,178,830 per annum.

Job Purpose

The Project Officer will be central to the overall implementation of the Urban Renewal and Development Programme from project design through to project completion and closure. Such responsibility will include ensuring project activities are sustainable, of the highest quality, and maximize value for money. The Project Officer will serve as the primary liaison with stakeholders and be responsible for the implementation of assigned projects, ensuring that they are delivered on time, within budget, to specification, and in keeping with Government guidelines. The incumbent will ensure that project objectives are met in keeping with the Ministry's vision for urban renewal.

More specifically, the Project Officer will report directly to the Senior Director, Urban Renewal and Development and conducts all project management duties in the execution and implementation of the Ministry's urban renewal projects.

Key Responsibility Areas

- Provide technical support in project planning, selection, and implementation.
- Participate in project design as well as development and preparation of project plans for targeted communities.
- Prepare Project Brief and related documents.
- Assist in the design and review of selection criteria/matrix for urban renewal projects.
- Review project proposals from external entities.
- Make recommendations towards initiatives under the Urban Renewal & Development Programme.
- Design scope of work for projects under the programme.
- Coordinate the preparation of Tender documents and Tender Reports
- Inform contractors of the standards and preferred techniques necessary for project implementation.
- Develop project schedules for activities ensuring work is within project scope.
- Oversee and prepare Estimates for projects.
- Review and evaluate Estimates/Bill of Quantities submitted by contractors/suppliers.
- Develop a risk management plan for each project.
- Prepare and manage short form contractual arrangements with contractors.
- Prepare payment certificates and other relevant documents.
- Coordinate project meetings (as required) as part of the monitoring exercise for projects.
- Manage project resources for efficient use and in compliance with the Ministry's guidelines.
- Coordinate site assessments to project locations prior to implementation of projects.
- Monitor the implementation of all approved projects to ensure conformity and value for money.
- Prepare Progress Reports for projects being implemented.
- Prepare and submit Project Final/Closure Report for each project undertaken.
- Review documentation submitted to the Ministry to facilitate payment to contractors according to Ministry's guidelines.
- Prepare Practical Completion Certificates for all completed projects.
- Prepare Payment Certificates for project completed under the programme.
- Provide onsite quality control, communicating and engaging with Ministry clients and

contractors on all aspects of the project plans and progress.

- Manage project database for planning, tracking quality, time and resource utilization for projects.
- Liaise with key stakeholders regarding project design, objectives, and implementation.
- Participates in workshops, seminars, meetings etc.

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication and interpersonal skills
- Possesses strong organizational skills
- Excellent time management skills
- Experienced in the use of standard computer applications

Technical

- Knowledge of Project Management
- Knowledge and experience in Monitoring and Evaluation
- Knowledge of Central Government's operational procedures
- Knowledge of Public Procurement Policy and guidelines
- Knowledge and experience in preparing Project Estimates/Bill of Quantities

Minimum Required Qualification and Experience

- Bachelor's degree from an accredited college or university in urban planning, construction management, project/programme management, or a related field.
- At least five (5) years' experience in the public/private sector working in a similar and/or related capacity.

Applications accompanied by résumés should be submitted **no later than January 27, 2025 to:**

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megjc.gov.jm

Please note that only shortlisted applicants will be contacted.