



MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

JOB OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the vacant posts of **Project Officer (GMG/AM 3)** in the **Technical Services, Projects and Housing Branch – Housing, Urban Renewal & Projects Division, Ministry of Economic Growth and Job Creation**, salary range \$2,190,302 - \$2,945,712 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent is responsible for facilitating partnership between GoJ/Private Sector and Non-Governmental Organizations, supporting the implementation of strategies for the development and construction of adequate and affordable housing solutions in keeping with National Housing Policies and other relevant policy and strategies of GoJ.

Key Responsibilities

Management/Administrative Responsibilities

- Prepares annual/quarterly/monthly reports for meetings.
- Develops individual work plan in keeping with the Branch's operational plan, HRM&D's established format and PMAS principles.

Technical/ Professional Responsibilities

- Provides administrative and technical support for the coordination and monitoring of projects.
- Develops project plans and proposals for low to middle income housing projects.
- Assists in preparing project status reports.
- Initiates surveys, layout designs, engineering designs, bills of quantities, and pricing.
- Identifies Ministry's lands applied for and advise as to the suitability for housing.
- Liaises with external technical agencies to facilitate effective project coordination.
- Attends site meetings, conduct site visits and ensures compliance with technical standards.
- Assists in preparing tender documents and tender reports.
- Liaises with project partners, associated agencies, and internal technical teams to ensure the development, planning and management of Ministry and privately developed projects.
- Inspects and assesses projects to determine their potential for upgrading.
- Assists in identifying suitable lands for acquisition by the Ministry.

Required Knowledge, Skills and Competencies

Core

- Excellent communication and interpersonal skills.
- Possesses strong organizational skills.
- Experienced in the use of standard computer applications.
- Results oriented.
- Excellent administrative skills.

Technical

- Knowledge in Project Management, Monitoring and Evaluation
- Knowledge of central government's operational procedures
- Knowledge of research techniques
- Experience in AUTO CAD and Draughting
- Excellent knowledge in sub-division/building design

Minimum Required Education and Experience

- Bachelors Degree in Civil Engineering, Construction Management or any other related field
- Five (5) years related working experience (subdivision/ building design)

OR

- Associate's degree in Civil Engineering, Construction Management or any other related field
- Eight (8) years related working experience (subdivision/building design)

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.