



## MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

Applications are being invited from suitably qualified persons to fill the position of **Project Finance and Administrative Officer** for the Supporting Sustainable Transportation through the Shift to Electric Mobility in Jamaica Project within this Ministry.

- **Salary – USD57,600 for the period October 2025 to March 2028**
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Under the guidance and supervision of the Project Technical Coordinator, the Project Finance and Administrative Officer will carry out the following tasks:

- Assist the Project Manager in day-to-day management and oversight of project activities;
- Provide PMU-related administrative and logistical assistance;
- Assist in the preparation of progress reports;
- Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by the PSC, and PMU staff;
- Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Project Manager;
- Review project expenditures and ensure that project funds are used in compliance with the Project Document and GOJ financial rules and procedures;
- Validate and certify FACE forms before submission to UNDP;
- Provide necessary financial information as and when required for project management decisions;
- Provide necessary financial information during project audit(s);
- Review annual budgets and project expenditure reports, and notify the Project Manager if there are any discrepancies or issues;
- Provide relevant financial and administration reports to the National Project Director, as required.
- Consolidate financial progress reports submitted by the responsible parties for implementation of project activities; and:
- Liaise and follow up with the responsible parties for implementation of project activities in matters related to project funds and financial progress reports.
- To ensure technical quality, both in terms of TORs and deliverables of activities.

### **Required Knowledge, Skills and Competencies**

- Very good inter-personal skills;
- Proficiency in the use of computer software applications especially MS Word and MS Excel;
- Excellent language skills in English (writing, speaking and reading);
- Knowledge of Financial Records Management;
- Knowledge of Budget Administration;
- Knowledge of office management principles and practices;
- Knowledge of report writing; and
- Excellent stakeholder management and engagement skills.

### **Minimum Required Education and Experience**

- Bachelor's degree in financial management, management studies or its equivalent;

- At least 3 years of relevant working experience, preferably in a project management setting involving multi-lateral/ international funding agency. Previous experience with UN projects will be an asset;

Applications accompanied by résumés should be submitted **no later than September 10, 2025 to:**

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

**Email: [human.resources@megjc.gov.jm](mailto:human.resources@megjc.gov.jm)**

**Please note that only shortlisted applicants will be contacted.**