



MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

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

- **Salary – USD238,260 for the period October 2025 to March 2028.**
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Job Purpose

The position of Project Technical Coordinator (PTC) is a full-time position which combines technical functions and the project manager's role. The PTC has the authority to run the Project on behalf of the Project Steering Committee (PSC) and within the constraints laid down by the PSC. The PTC is responsible for day-to-day management and decision-making for the Project. The PTC's primary responsibility is to ensure that the Project produces the results specified in the Project Document, to the required standard of quality and within specified time and cost constraints.

The PTC will be responsible for the overall management of the Project, including the mobilization of all project inputs, supervision of project staff, consultants and sub-contractors. The PTC will report to the National Project Director (NPD) for all of the Project's substantive and administrative issues. From the strategic point of view of the Project, the PTC will report on a periodic basis to the PSC in response to NPD instructions.

The PTC will provide general support to the NPD who is ultimately responsible for meeting Implementing Party obligations under the Project. The PTC will perform a liaison role with the government, UNDP and other UN agencies, civil society organizations (including commuters and vulnerable groups, the academic sector), the private sector and project partners, and with other cooperation agencies providing co-financing.

The PTC will also provide orientation to MEGJC, UNDP and the other stakeholders on transport sector policy and the development of regulatory instruments for eMobility technologies. The PTC will facilitate and structure engagement with the GOJ stakeholders and provide recommendations for enhancing the coordination and organization of transport, energy and environment sectors, on behalf of the PSC.

The PTC will lead the working groups and consultancies that relate to policy and capacity building and provide technical backstopping when required. He/she will work in a tandem with the Project eMobility Expert (PEE) who will have the lead in the technology-related project outputs, specifically the demonstration pilot. Together, the PTC and the PEE will act as a task force capable of promoting the eMobility agenda in Jamaica. The PTC will further add value to the Project through tasks including drafting of terms of reference for contractors, review of consultancy reports, and liaison with stakeholders. The PTC will also be the focal person for the Global Programme and the Regional Support Centre.

Key Responsibilities

- To provide direction and guidance to the Project Management Unit (PMU), other project consultants and Responsible Party(ies), if any;
- To liaise with the PSC to assure the overall direction and integrity of the Project;

- To assume responsibility for Project administration and update the Atlas Project Management module (if external access is made available);
- To prepare the project Annual Work Plans (AWPs);
- To seek advice and support as needed for Project management, planning and control;
- To plan Project activities and monitor progress against the Results Framework and the approved AWP;
- To mobilise personnel, goods and services, training and micro-capital grants to initiate activities;
- To monitor events as determined in the project monitoring schedule plan/timetable, and update the plan as required;
- To engage with GOJ authorities and other stakeholders on eMobility development and regulation;
- To promote inter-institutional coordination and partnerships to support deployment of eMobility solutions in Jamaica;
- To draft terms of reference and work specifications, and overseeing all contractors' work;
- Coordinate the development of various contracts and relevant forms for implementation of varied work activities;
- To supervise contracted activities and verify the quality of delivered services and goods;
- To provide technical backstopping for project teams and working groups, specifically for project components 1, 3 and 5;
- To participate in project activities including:
 - i. policy analysis and collaboration in drafting of eMobility policy;
 - ii. participation in design of tax policy and financial incentives;
 - iii. organisation of working groups to collect and consolidate mobility data;
 - iv. preparation of eMobility business incubator support; participation in evaluation committees;
 - v. organisation of eMobility events and workshops and purview of contracted services;
- To assure the quality of project activities, including consultancies and procurement;
- To identify new risks as appropriate for consideration of the PSC to decide on possible action, as and if required;
- Preparation of the relevant progress and status reports for stakeholders, particularly for use by the National Project Director for information and where necessary improve project strategic direction;
- To act as focal person for the environmental and social safeguards, and gender experts; and:
- To capture lessons learned during project implementation;
- Facilitating the technical oversight of UNDP as the GEF implementing agency including providing ToR and deliverables as requested by UNDP including but not limited to PIR exercise;
- To manage requests for the provision of financial resources by UNDP, through advance of funds, direct payments or reimbursement using the Fund Authorization and Certificate of Expenditures (FACE);
- To monitor financial resources and accounting to ensure the accuracy and reliability of financial reports;
- To assume the preparation and submission of financial reports to UNDP on a quarterly basis;
- To manage and monitor the Project risks initially identified and update the status of these risks by maintaining the Project Risk Log;
- To prepare the GEF PIR and submit the final report to the PSC;
- To ensure the mid-terms review (MTR) process is undertaken as per UNDP guidance and submit final MTR report to the PSC;
- To identify follow-on actions and submit them for consideration to the PSC; and:
- To ensure the Terminal Evaluation (TE) process is undertaken as per UNDP guidance and submit the final TE report to the PSC.

Required Knowledge, Skills and Competencies

- Excellent leadership, managerial and coordination skills, with demonstrated ability to effectively coordinate large multi-stakeholder projects, including financial and technical aspects;
- Ability to engage effectively with a variety of stakeholders across at all levels;
- Ability to develop and sustain robust partnerships with project partners and collaborating agencies;
- Team player with excellent abilities to effectively manage technical and administrative teams;
- Effective supervision skills, specifically of working groups and external consultants in their implementation of technical activities in partnership with stakeholders from GOJ and society;
- Proven outstanding project management and accounting skills;
- Strong drafting, presentation and reporting skills;
- Strong communication skills both in presence as well as through conferencing media, skype, email, etc;
- Strong computer proficiency, in particular the use of office applications; internet search; conferencing tools; and document management;
- Good knowledge of the political and socio-economic context of Jamaica;
- Excellent command of English language;
- Knowledge of risk management;
- Knowledge of policy analysis;
- Excellent monitoring and evaluation skills; and
- Excellent quality assurance skills.

Minimum Required Education and Experience

- A university degree (MSc or PhD) in a subject related to development studies, political sciences, public administration, civil engineering, social sciences, economics, or environmental sciences;
- At least 5 years of demonstrable project/programme management experience;
- Experience with international cooperation projects; GEF project implementation; or UNDP project management, is an asset; and:
- Previous experience with public administration procedures in Jamaica is an asset.
- Project Management Institute (PMI) Certification or equivalent is 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
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megjc.gov.jm

Please note that only shortlisted applicants will be contacted.