Background
The Planning Institute of Jamaica has established the National Poverty Reduction Coordinating Unit, to structure and streamline a set of poverty reduction efforts, in keeping with the Vision 2030 Jamaica - National Development Plan. The Unit will function as a Technical Unit within the structure of the PIOJ.

It is within this context that the Government of Jamaica seeks the services of a suitably qualified individual to offer technical and managerial oversight to the establishment and functioning of the National Poverty Reduction Coordinating Unit, in the capacity of Programme Manager.

Major Tasks
1. Provide technical input to formulation of an appropriate poverty reduction policy and programme, inclusive of a medium term framework.
2. Ensure synergy between social, economic and sustainable development policy directions and the proposed poverty programme.
3. Provide input into the determination of specific strategies to support economic, social and other pertinent dimensions of poverty reduction.
4. Liaise with Government and non-Government partners to coordinate and advance the poverty strategy.
5. Establish and implement an appropriate monitoring mechanism for the poverty programme.

Qualification and Experience Required
- Post graduate qualifications in Development Studies, Public Policy, Economics, Governance or related discipline.
- Five to eight years’ experience in the Public Sector in the areas of Project Management and implementation.
- Training and experience in strategic and results-based management approaches.
- Working experience in social policy, specifically in the areas of research or practice would be an advantage.
- Exposure to reporting procedures/standards of at least one international development agency.

Attributes/Skills
Excellent communication skills with specific emphasis on technical writing
Ability to take initiative and manage time effectively
Excellent public speaking and presentation skills
Ability to work with persons at various organizational levels.

For further information please see detailed Terms of Reference at: http://www.pioj.gov.jm

Applications should be submitted no later than September 28, 2012 to:

The Human Resource Manager
Planning Institute of Jamaica
16 Oxford Road
Kingston 5

Fax: 906-5011
email: vacancies@pioj.gov.jm
Website: www.pioj.gov.jm

We thank you for your expressions of interest, however, only short listed applicants will be contacted.
1.0 BACKGROUND

1.1 The Government of Jamaica has agreed to a proposal put forward by the Planning Institute of Jamaica (PIOJ) for the re-establishment of a viable coordinating hub for poverty reduction initiatives. This is being done to create efficiencies in resource usage, and to structure and streamline a set of priority actions that will advance the goal of poverty eradication. Presently, billions of dollars in resources are being expended annually on programmes in both the public and private sectors; however, since 2008, the prevalence of national poverty has continued to rise steadily, and the country is now in the position of compromising its previously achieved status, in regard to Millennium Development Goals (MDGs) #1. The PIOJ has therefore seen the urgent need to reformulate a programme in keeping with the Vision 2030 Jamaica poverty plan, provide effective coordination, and to influence the scoping of projects and programmes, as well as resource allocation towards a sustained improvement in poverty indicators.

1.2 Poverty programmes in Jamaica span a wide range of interventions, from construction of community infrastructure such as roads and schools, water and sanitation projects, rural electrification and skills building, to cash transfers, residential care and employment programmes. To these examples can be added education, training and apprenticeship programmes, as well as nutrition support. A significant amount of resources have also been spent on research studies in the area.

1.3 Jamaica will not reap sustainable, positive outcomes, if poverty programmes remain fragmented and there is inadequate provision for measuring programme effects. Across Ministries, Agencies and even NGOs, inclusive of donor/lender facilitated projects, well intentioned initiatives are suffering from resource wastage and a resultant failure to achieve the best outcomes, due to poor design, detached and fragmented approaches. Lack of information and unproductive use of available data serve to further complicate processes. There is also limited accountability for the prevalence of poverty, brought about by the lack of an institutional focus, with monitoring of impacts and assessment of outcomes.

1.4 Best practices require a structured approach with effective coordination and monitoring. Such coordination would support the work of Ministries, Departments and Agencies involved in the range of
strategic interventions without affecting the immediate roles and responsibilities of each agency. The multi-dimensional approach to poverty reduction would be maintained, yet in a strengthened context of collective strategies guided by a clear agenda aligned to national development priorities.

1.5 A broad programme thus needs to be articulated in light of the Vision 2030 prescriptions, based on a new, revised Policy that addresses poverty reduction and mitigation. The role of the Government should be to first create the framework in which to tackle the issue of poverty, and provide a cohesive structure within which partners can contribute to the strategic imperatives. An appropriate framework involves assignment of responsibility for co-ordination to a single institution with well designed mechanisms for monitoring poverty. As its charter, the coordinating body will have policy and programme documents that coalesce the tenets of the long-term Development Plan including its accompanying sub-documents, against the background of lessons learned from previous experience.

1.6 The long-term development plan for Jamaica (Vision 2030 Jamaica) has enunciated a set of strategies regarding poverty reduction in the Poverty Sector Plan. The Plan recognizes that one of the fundamental requirements for effective implementation is a singular locus of institutional responsibility, under an assigned Minister, along with improved mechanisms for monitoring and measuring poverty. The major strategic objectives outlined in the plan are for equitable access to basic goods and services, responsive public policy, opportunities for sustainable livelihoods, and social inclusion. These entail a major focus on families, rural development, human capital formation through education and empowerment, and the provision of economic opportunities for poor households and vulnerable persons. The attention that must be paid to community development and infrastructure is also included.

1.7 The National Poverty Reduction Coordinating Unit (NPRCU) would be able to pull together various strands of the social development support system, and to encourage synergies with the economic development sphere. Applying the needed multi-faceted approach to poverty reduction will require linking programmes and initiatives, pulling on technical support through an inter-sectoral planning and monitoring mechanism. The value of NGOs in poverty reduction is tremendous in the Jamaican context, and these organizations should likewise become more effective through a shared agenda of purpose and priorities.

1.8 It is within this context that the Government of Jamaica seeks the services of a suitably qualified individual to give technical and managerial oversight to the establishment and functioning of the National Poverty Reduction Coordinating Unit, in the capacity of Programme Manager.
2.0 SPECIFIC OBJECTIVE
The incumbent will be responsible for coordinating the overall Poverty Reduction Programme, which will be a medium-term, structured initiative with a menu of projects, programmes and policy initiatives targeting an articulated set of priorities. These priorities will be assigned based on research and data available; the Vision 2030 Jamaica Poverty Sector Plan; results of scientific modeling processes involving economic variables; global imperatives; and other pertinent observations.

3.0 SCOPE OF WORK
The Programme Manager will carry out the following main functions:

a. Perform managerial functions in respect of the National Poverty Reduction Coordinating Unit;

b. Give oversight to the implementation of the Terms of Reference for the NPRCU, articulated as Appendix B in the pertinent Cabinet Submission;

c. Determine and identify the menu of programmes and initiatives that will constitute each medium term (3 to 5 years) poverty reduction programme, within a programme framework that justifies each element;

d. Ensure synergy between social, economic and sustainable development policy directions, and the proposed poverty programme;

e. Lead the process of identifying, establishing and convening the multi-agency forum and other institutional arrangements that will facilitate the role of the Unit;

f. Liaise with internal and external stakeholders in determining the medium-term action areas (including the External Cooperation Management, Economic Planning and Research, and Sustainable Development and Regional Planning Divisions of the PIOJ, relevant Ministries, Departments and Agencies, and international development partners);

g. Provide technical input into the determination of specific strategies to support economic, social and other pertinent dynamics of poverty reduction;

h. Work closely with relevant Ministries, Departments and Agencies of Government in preparing pertinent budgets and realizing the action plans;

i. Liaise with Government and non-Government partners, including the private sector and international development agencies where appropriate, to ensure harmonization regarding the core programme, and the validation of other credible initiatives supporting the overall goals of poverty reduction;

j. With the collaboration of the External Cooperation Management Division in the PIOJ, liaise with international funding agencies on issues relating to support of the country’s poverty strategies;

k. Establish an appropriate monitoring and evaluation framework, with targets and indicators in keeping with national development goals and poverty reduction;
1. Manage the processes of periodic and requested reporting on the status and progress of the national poverty programme.

m. Manage the Unit staff with respect to work plans;

n. Provide accountability management and oversight of the Unit’s work and resources allocated to it, including pertinent fiduciary duties;

o. Perform any other functions related to the work of the Unit, and the mandate of the PIOJ.

4.0 REPORTING RELATIONSHIP

The Programme Manager will report directly to the Director of the Division in which the Unit is assigned, or his/her designate. The incumbent will work closely with the Manager of the Social Protection and Gender Unit which has portfolio responsibility for poverty reduction.

5.0 QUALIFICATIONS

The Programme Manager will be an experienced and self-motivated individual, with formal post-graduate qualifications emphasizing Development Studies, Public Policy, Economic, Governance or other closely related field. Experience in social policy, in the areas of research or practice, would be an advantage. Project management skills and experience, specifically in the public sector, would be distinct assets. The selected candidate should have 5-8 years’ work experience, strong inter-personal skills and proven competencies in communicating orally and in written format. Familiarity and experience in strategic management and results-based management approaches would be a distinct advantage.