

PROJECT MANAGEMENT OFFICER- NATIONAL COMPETITIVENESS COUNCIL

FOUNDATIONS FOR COMPETITIVENESS AND GROWTH PROJECT

The Planning Institute of Jamaica (PIOJ) seeks to identify suitable applicants for the position of **PROJECT MANAGEMENT OFFICER** for the **NATIONAL COMPETITIVENESS COUNCIL (NCC)**.

The position will provide administrative and support services to the Technical Secretariat of the NCC. The Officer will work within the governance framework of the Project Management Office and is required to assist in the implementation of the Business Environment Reform Agenda (BERA).

KEY FUNCTIONS INCLUDE:

- Schedule NCC quarterly meetings and undertake attendant activities; and preparation of meeting notes and action items post-meeting.
- Provide support to the Project Manager and JAMPRO in monitoring the activities and progress in implementing action items the TWGs and other working groups that may be formed in support of the BERA
- Organise and manage meetings, including appointments with stakeholders, logistical arrangements and providing recording secretary support as requested.
- Provide stakeholder and communication management support
- Draft letters and responses to written correspondences as requested.
- Provide input for the development of technical reports and other project outputs.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Undergraduate qualification in Business Administration, or Management Studies
Demonstrated experience in coordination across a wide range of institutional and professional groups, people management and communication.
- Demonstrated experience in analytical and problem solving skills, data analysis, communication and report writing.
- Demonstrated knowledge of public sector processes, and a sound appreciation of Government issues and associated sensitivity and confidentiality implications.
- Demonstrated knowledge of Microsoft Office suite, in particular; Excel, Word and PowerPoint, and other relevant software(s).

SKILLS AND COMPETENCIES

- Good knowledge of operational and administrative procedures related to project management, administration and implementation
- Time management and ability to apply good judgment in prioritizing assignments;
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relationships with multi-sectoral agencies;
- Critical thinking and problem-solving skills

The detailed Terms of Reference can be found at the following website:

<https://www.pioj.gov.jm/employment-opportunities/>

Applications should be submitted no later than March 4, 2022 to:

Re: PROJECT MANAGEMENT OFFICER - NCC
E-mail: vacancies@pioj.gov.jm

We thank all applicants for their interest however; only short-listed candidates will be contacted.