

## PROJECT COORDINATOR

### FOUNDATIONS FOR COMPETITIVENESS AND GROWTH PROJECT

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The Planning Institute of Jamaica (PIOJ) seeks to identify suitable applicants for the position of **Project Coordinator - Foundations for Competitiveness and Growth Project**. The candidate will be co-assigned to the Development Bank of Jamaica (DBJ) and Jamaica Promotions Corporation (JAMPRO).

The position aims to provide project coordination and monitoring support to Components of the **FCGP** to ensure that it is implemented within the established timeframe, within budget; and that results are achieved and outputs and development objectives realized. The scope includes provision of support to the GOJ's Public Private Partnership (PPP) and Privatization agenda, as well as, the private sector investment climate and business reform agenda.

#### KEY FUNCTIONS INCLUDE:

- Provide inputs to and maintain issues, risks, and lessons learned repositories to support management decisions;
- Escalate matters to appropriate management stakeholder(s) to drive the required corrective and/or preventative actions;
- Ensure that the project outputs are achieved as identified in the Project Document and as advised and instructed by the Project Steering Committee by developing an implementation plan that details the activities to be engaged and executed to ensure delivery of agreed outputs. This implementation plan will be developed for each agency that impacts the process and will be summarized in an implementation matrix;
- Prepare Annual and Quarterly Work Plans, including the Component's annual budget for GOJ Estimates of Expenditure, based on inputs from beneficiary and lead coordinating agencies and in conjunction with project component coordinators;
- Ensure compliance with the implementation, legal, financial and technical requirements of the project;
- Prepare and /or facilitate the preparation of Terms of References (TORs) and Requests for Expressions of Interest (REOIs) for studies and spearhead the monitoring of assigned contracts for Consultants engaged on the project, based on inputs GOJ stakeholders including the lead coordinating agencies;
- Prepare periodic reports for DBJ, JAMPRO, PIOJ and the World Bank [monthly, quarterly, semi-annually, annually, etc.] in a timely manner and within specified scope.; and
- Undertake monitoring and evaluation of the Component's performance in accordance with its Project Development Objective Indicator and Intermediate Indicators, outlined in the Project's Results Matrix. This work activity requires liaising with the relevant responsible officers in Ministries, Departments and Agencies (MDAs) being supported under the Component, including providing guidance to and collecting relevant information from those officers as well as collating data and information so collected into the periodic reports identified below.

#### REQUIRED QUALIFICATIONS AND EXPERIENCE

- i) A Bachelor's Degree in Economics, Finance, Business Administration or related field with at least 7 years experience in the management and implementation of development projects.
- Or
- ii) A Masters Degree in Economics, Finance, Business Administration or related field with at least 4 years' experience in the management and implementation of development projects.
  - ii) Certification in Project Management or equivalent (significant relevant work experience may be substituted for certification).

- iii) Experience in Project Finance would be an asset.
- iv) Previous work experience with government agencies; the private sector and international development partners would be an advantage.
- v) Demonstrated skills in results-based project planning and management
- vi) Demonstrated skills in developing, managing and maintaining electronic databases for analytical purposes, using database management tools such as Microsoft Excel
- vii) Good interpersonal, communication and presentation skills.
- viii) Knowledge of GOJ and World Bank procurement policies and procedures would be an advantage.
- ix) Ability to work independently, take initiative and make sound judgments.

#### **SKILLS AND COMPETENCIES**

- Good knowledge of operational procedures related to project management 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.

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 **April 20, 2022 at 12:00 p.m.** to:

**Re: PROJECT COORDINATOR- FCGP**  
E-mail: [vacancies@pioj.gov.jm](mailto:vacancies@pioj.gov.jm)

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