



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF JUSTICE

JOB TITLE: Projects Officer
JOB GRADE: SOG/ST 7
POST NUMBER: 68708, 71991, 71992
BRANCH/UNIT: Project Management and Evaluation
DIVISION: Project Management and Technical Services
REPORTS TO: Director Project Management and Evaluation
MANAGES: N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the Division (in which the position is located):

To modernize justice infrastructure by providing technical services and project management support for the timely, renovation/rehabilitation and construction of justice centres and courthouses to facilitate improved access to traditional and alternate justice services.

Job Purpose

Under the general direction of the Director, Project Management and Evaluation, the Projects Officer will undertake ongoing monitoring aimed at preventing and containing loss and waste related to projects under construction.

Key Outputs:

- Projects completed on budget and schedule
- Project sites safely operated
- Contract administration managed
- Quality targets achieved

Key Responsibility Areas:

- Assists in providing full range of administrative supports including project planning, tracking, reporting, quality management and communications; produces consolidated reports including milestone summary, key issues, risks, benefits, summary of costs incurred.
- Monitors to ensure contractors compliance, standards, tools and procedures for use on the project, including risk, change and information management.
- Maintains project management files for each project
- Reviews project activities for compliance with procedures and standards
- Organizes with project team members for ongoing process, status update, report and project follow-up
- Establishes efficient and effective implementation processes for different projects
- Under the guidance of the Senior Project Officer and in consultation with Ministry clients develops technical specifications for facilities improvement, construction or maintenance project contracts for the development of tender and contract documents.
- Assists in preparing contract agreements in collaboration with MOJ contract and procurement officers for review and approval by the Senior Project Officer
- Makes recommendations to secure project for contract remedy to address project changes or compliance failures
- Provides onsite quality control, communicating and engaging with Ministry clients and contractors on all aspects of the project plans and progress
- Maintains project databases for planning, tracking quality, time and resource utilization for projects in the county.
- Maintains safety and quality standards
- Participates in joint site visits with other stakeholders
- Liaise with contractors, managers and other stakeholders, ensuring that all parties remain coordinated.
- Organizing the equipment and manpower necessary to complete the project
- Keeping detailed records of construction site activities.
- Performs any other related duties.

Performance Standards:

- Standards, tools and procedures monitored for compliance according to guidelines
- Contract agreements monitored for compliance according to project plans
- Project documents maintained to standard

- Onsite quality control provided according to government rules and regulations
- Project activities are reviewed according to established guidelines and in agreed timeframe

Internal and External Contacts (specify purpose of significant contacts:

Within the Division

Contact (Title)	Purpose of Communication
Director Project Management and Evaluation	<ul style="list-style-type: none"> • Provide advice and contribute to decision making; • Identify emerging issues/risks and their implications, and propose solutions; • Receive guidance and provide regular updates on key issues and priorities.
General Staff	<ul style="list-style-type: none"> • Develop and maintain effective relationships • Provide expert advice and exchange information

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Departments and Agency of the MoJ	<ul style="list-style-type: none"> • Develop and maintain effective relationships; • Provides expert advice on Finance and Accounts matters; and exchange information; • Liaise on key HR Records & Information Management (RIM) issues
Contractors, suppliers and providers of services	<ul style="list-style-type: none"> • Monitors TOR for goods and services and related interventions; • Exchange of information.
General Public	<ul style="list-style-type: none"> • Collaborate on matters, exchange information, provide advice and seek feedback

Required Competencies:

I. Core Competencies	Level	II. Technical/Functional Competencies	Level
Adaptability	3	Accountability	3
Compliance	3	Analytical thinking	2
Customer and Quality Focus	3	Attention to Detail	3
Initiative	3	Coaching and Mentoring	3
Integrity	3	Goal/Results Oriented	1
Interpersonal	3	Methodical	3
Oral Communication	3	Planning and Organising	2
Team Work & Cooperation	3	Presentation and Reporting	2
Time Management	3	Problem Solving and Decision-making	2
Written Communication	2	Project Management	2
		Resilience	3
		Stress Tolerance	2
		Technical Skills	3
		Use and Application of Technology	1

Other Competencies	Level
Site Inspection skills	
Knowledge of Government Building Regulations	

Minimum Required Education and Experience

Specific knowledge (however acquired) required to start:

- Training in Project Management
- Experience in working with Parish Councils/KSAMC and developers would be an asset

Qualifications and Experience

- BSc. Degree in the Construction Management; Urban Planning/Design; Architecture or in any other related field
- Five (5) years' progressive experience in property/facilities capital projects in either private or public sector.

(c) Continuous Professional Development

- Attend relevant training on emerging trends and practices within the field
- Network within the profession and relevant associations to keep abreast with the industry

Authority:

- Prepare contract agreements

Specific Conditions associated with the job

- Required to travel island wide
- Possess a valid Driver's Licence and a reliable motor vehicle
- Long hours of work including weekends and public holidays
- Required to inspect buildings at heights that are considered hazardous