



## NATIONAL ENVIRONMENT AND PLANNING AGENCY

### JOB DESCRIPTION AND SPECIFICATION

<b>JOB TITLE:</b>	Senior Manager , Projects
<b>JOB GRADE:</b>	9
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Planning, Projects, Monitoring, Evaluation & Research Division
<b>BRANCH:</b>	
<b>REPORTS TO:</b>	Director, Planning, Projects, Monitoring, Evaluation & Research
<b>ACCOUNTABLE TO:</b>	
<b>MANAGES:</b>	Manager, Projects Branch, Administrative Assistant Contract Project Managers

This document is used as a management tool and specifically enables 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/Branch:**

The Planning, Projects, Evaluation and Research (PPER) Division is mandated to direct the Agency's strategic, corporate and operational planning function; provide oversight for programs, plans, project development and implementation; monitoring and evaluation of targets vis-à-vis the National Development Plan, the Agency's Strategic Action Plan and related programmatic activities; monitor and track the achievements against indicators as well as develop and operationalize the Agency's research agenda to support evidence-based interventions.

The Projects Branch is one of two branches in the PPER Division. Its primary responsibility is to lead the process to identify, develop, and manage the execution of projects through bilateral, multilateral and local private sector partnerships in keeping with the strategic objectives of the Agency to advance the development and management of the country's natural and built environments.

The Branch also provides technical project management support in the design and execution of internal operational projects, manages the monitoring and evaluation of these projects as well as ensuring sustainability and mainstreaming project outputs within the Agency's programme of work.

### **Job Purpose:**

The Senior Manager, Projects is responsible for leading the Projects Branch providing strategic direction and focus in identifying developing, and overseeing the implementation, monitoring and evaluation of the Agency's portfolio of Capital A and B projects.

The Senior Manager is required to work closely with, and manages the relationship between the Agency and its bilateral, multilateral project partners and local stakeholders to enable successful project execution and achievement of the desired project outputs and outcomes.

As the focal point and lead facilitator of the Agency's portfolio of Capital A and B projects, the Senior Manager is responsible for formulating a project planning, development and monitoring framework with effective policies and policy guidelines, developing project proposals, technical assistance and budget specialization documents for assigned projects. The Senior Manager is also required to explore project opportunities to advance the achievement of the Agency's strategic objectives in fulfilment of its mandate.

Additionally, the Senior Manager is required to provide project management oversight for internal operational projects.

### **Key Outputs:**

- Branch's Strategic, Corporate and operational plan
- Branch policies and procedures manual
- Project opportunities matrix
- Project proposals, surveys, studies and special programmes and initiatives

- Project monitoring and evaluation framework and plans
- Project portfolio risk management plan
- Project sustainability and mainstreaming strategy and plan
- Project awareness programmes
- Project and other reports
- Project budgets and cash flows
- Technical advice, guidance and training
- Direct reports performance appraisals

### **Key Responsibility Areas:**

#### **A. *Administrative and Management Responsibilities***

1. Leads the development of strategic, corporate and operational plan and accompanying budget; leads implementation of the Branch's plans ensuring initiatives are on course to achieving established targets
2. Provides guidance and support to the Chief Executive Officer, Divisional Directors and other staff on Project Management issues.
3. Leads the development and maintenance of operating policies and procedures to facilitate the operations of the Project Branch.
4. Arranges and approves technical and professional consultancies and reviews reports from Project Managers and other team members.
5. Leads negotiations and represents the Agency at meetings, conferences and workshops and arranges funding and the availability of resources with local, regional and international agencies.
6. Leads the development of project proposals for approved opportunities ensuring documents are prepared in compliance with the potential project partner and /or sponsor.
7. Develops and ensures consistent use of cutting edge administrative, operating and adaptive project management strategies, and procedures (including internal operational projects); periodically analyses and updates as necessary to include changes made in light of findings and lessons learnt during Project implementation.
8. Leads the development and implementation of an internal monitoring and evaluation mechanism including a robust change and risk management framework to support the project portfolio; ensures mechanism is in keeping with requirements of project partners and stakeholders.
9. Develops the terms of reference for consultants and project staff to outline duties and responsibilities and key deliverables to be achieved within the prescribed time frames and funding parameters of respective projects.
10. Collaborates with other Divisions (such as IT and procurement) and provides technical input into the identification and selection of project resources

(including project management software) to support project administration and implementation.

11. Collaborates with the Public Education Branch to facilitate the development and implementation of project awareness and public education programs; ensures project officers are integrally involved and take ownership of assigned programmes to enable successful project outputs/outcomes.
12. Leads and provides support to project managers in preparation for, and hosting of, key project events such as: periodic review meetings, program monitoring meetings with project partners and stakeholders.
13. Develops and implements a programme for the management and engagement of projects partners, stakeholders and vendors ensuring all parties are kept adequately informed and partner specific requirements are maintained.
14. Prepares reports, for internal distribution as well as for submission to project partners and other stakeholders; ensures project reports are submitted to project partners and other stakeholders within established timeframe.
15. Chairs various management and coordinating committees for the design and planning of activities for various projects and consultancies. Represents the Agency as required and assumes role of key interface between the Agency and its project partners and stakeholders.

**B. Technical and Professional Responsibilities**

1. Provides technical guidance to Divisional heads and managers to develop a projects opportunities matrix in support of the Agency's strategic objectives; prepares/facilitates the preparation of project proposals for approved opportunities and negotiates with potential project partners.
2. Develops and reviews project activities, operational guidelines and give close attention to critical milestones and key deliverables and recommends strategies for early identification of potential constraints and risks to projects successes.
3. Keeps the Director and project partners informed of any mitigating circumstances and proposed remedies.
4. Exercises responsibility for the coordination of the activities relating to the various projects, reports on their operations and provide guidance and assistance to the CEO, Divisional Director and staff of the division on action to be taken.
5. Provides technical guidance to Divisions and Branches in project design and implementation of internal operational projects; monitors and reports on project progress.
6. Reviews project reports, studies, operational manuals and technical documents provided by the projects.

7. Facilities stakeholders' consultations on projects and consultancy issues and prepares briefs, concepts papers and project reports on the implementation of projects.
8. Ensures compliance with the legal, financial, procurement and technical requirements for projects and consultancies supervised and oversees the preparation of the required financial and technical statements, reports and responses to queries relating to audits of the programmes and projects in accordance with stated agreements and regulations.
9. Develops partnerships and linkages with various stakeholders and representatives of international, public sector and private sector agencies to facilitate successful outcomes.
10. Negotiates and liaises with international and local funding and executing agencies and representatives from the Ministry of Finance and the Public Service, the Planning Institute of Jamaica, the Auditor General's Dept and other agencies to provide and obtain information and advice.
11. Writes and submits Memoranda of Understanding, Contracts, Financing Agreements and Service Level Agreements and Agency Reports related to the project activities for local, regional, international and donor agencies.
12. Facilitates the conduct of internal end of project evaluation ensuring inter alia:
  - Lessons learnt are adequately documented, communicated to management and incorporated into future project identification, design, and execution;
  - The Project Branch works closely with related Divisions and Branches to create a programme for seamless integration and institutionalization of project deliverables and outputs into the Agency's programme of work.
  - Where appropriate, the engagement of external partners, Government counterpart entities, NGO's and other stakeholders to promote strategic partnerships for scaling up, replicating and/or mainstreaming successful projects.

**C. Human Resource Responsibilities**

1. Participates in the recruitment and selection of staff, supervises managers, project managers and other teams members; makes recommendations on training and development, disciplinary action and leave management in accordance with the HR policies and procedures
2. Establishes annual work plans and performance standards for direct reports; monitors their performance and provides timely feedback to facilitate development of performance gaps and/or reinforcement of performance excellence; conducts performance appraisals within the guidelines provided by the HR Branch.

3. Directs the development and oversees the implementation of initiatives to promote teamwork and cooperation within the Branch and contributes to building an environment which stimulates, motivates and keeps employees and project staff engaged.
4. Provides leadership to direct reports through effective objective setting, delegation and communication; ensures direct reports are aware of critical policies, and adheres to policy guidelines, procedures and regulations.

#### **D. Other Responsibilities**

The incumbent may from time to time be assigned duties not specifically outlined within the job description but are however within the capacity, qualifications and experience normally expected from a person occupying this position.

#### **Authority**

The Senior Manager is authorized to:

- Make recommendations on project opportunities
- Identify and recommend potential project partners
- Approves technical papers, briefs, submissions
- Approves project cash flows and project expenditure within specified level
- Sets parameters for project proposals
- Administer discipline in keeping with HR policies
- Approve Branch and project staff leave and disciplinary action
- Recommend training and development programmes for Branch and project staff
- Communicate directly with project partners and stakeholders

#### **Performance Standards:**

- Budgets, orientation corporate, strategic and operational plans are developed within established guidelines and timeframes
- Procedures and guidelines strengthened for the improved management and effectiveness of the Division in the stated timeframe and required format
- Projects, programmes, consultancies and business proposals developed in keeping with local and international guidelines within the agreed timeframe.
- Surveys, studies and project proposals developed and submitted on time and as required and in the required format.
- Implementation and maintenance schedules are comprehensive and submitted within agreed time frame.
- Cost effective, appropriate and timely responses to resolve technical problems. Advice and guidance to Chief Executive Officer, Directors and other stakeholders based on highly analysed and well researched facts.
- Memoranda of Understanding, contracts, financing agreements and Service Level Agreements related to project activities prepared and submitted accurately within the agreed time frame and guidelines.

- Negotiations and liaison with international and local funding and executing agencies conducted successfully in keeping with best practices and high standards.
- Work output is consistently maintained with established standards and targets.
- Excellent coordination and effective working relations with agencies across the public sector, national, regional and international organisations and indeed all internal and external stakeholders.
- Detailed project plans developed to monitor and track progress on a monthly basis.
- Cost effective appropriate and timely responses to resolve technical problems and appropriate controls and tracking systems implemented and adhered to.
- Operating Procedures Manual and User specific documents developed, reviewed and updated annually.
- Provision of accurate thorough timely and authoritative advice within agreed timeframe.
- Staff recruited, trained, supervised and appraised in keeping with standard and guidelines
- Comprehensive project documentation established and maintained
- Thorough, accurate, reports, papers briefs and submissions developed as required within stated timeframes.

## **Internal and External Contacts**

### **(i) Internal**

<b>Contact (Title)</b>	<b>Purpose of contact</b>
Heads of Divisions and Branches	Provide technical support, collect project information,
Project Managers and staff	Project monitoring, reporting, feedback Training etc.
Director Planning, Projects, Evaluation and Research (PPER) Division	Project reporting and update Receive information and performance feedback
CEO	Project reporting and update Provide technical advice

### **(ii) External Contact**

<b>Contact (Title)</b>	<b>Purpose of Contact</b>
Project Partners	Provide/receive information, discussions and presentations on project matters
Project Stakeholders	Provide/receive information, discussions and presentations on project matters
Ministry of Finance and Planning	Provide/receive information, on project

Contact (Title)	Purpose of Contact
	matters
PIOJ	Provide/receive information, on project matters, participate in inter-agency projects/programmes, committees etc.

### **Working Conditions**

- Typical office environment
- Occasional travel island wide to visit project sites

### **Required Competencies**

- Excellent knowledge of Project Management/implementation, government accounting, auditing and general financial procedures.
- Excellent knowledge of Government procurement and contract procedures.
- Excellent knowledge of project appraisal, development funding, implementation procedures and funding agency protocols.
- Excellent knowledge of the Agency's policies and procedures.
- Excellent communication and organizing skills.
- Excellent leadership and management skills.
- Excellent customer relations, negotiating and people management skills.
- Ability to lead and manage negotiations with international donor agencies, work with tight deadlines and deliver exceptional results.
- Ability to plan and organize effectively in a complex environment.
- Ability to build and maintain strong linkages with stakeholders in other government, private, regional and international agencies.
- Excellent financial and analytical skills.
- Strong networking and partnering skills.
- Sound personal and professional integrity.
- Proficiency in Human Resources skills.

### **Minimum Required Education and Experience**

- Post graduate degree in Management/Business Administration, Social Science or related discipline.
- At least ten years related experience of which five (5) must be at a senior management level.
- Experience in managing multidisciplinary teams
- Certification/training in Project Management principles, practices, techniques and methodologies.

***Salary Range: \$3,805,395.00 - \$4,741,714.00 per annum and any allowances attached to the post***