

<b>JOB DESCRIPTION</b>
<b>MINISTRY OF FINANCE AND THE PUBLIC SERVICE</b>

POST NUMBER	58156
JOB TITLE	Director Public Investment Project Monitoring & Evaluation (Engineering Projects)
JOB GRADE	SOG/ST 8
DIVISION	Public Expenditure Division
BRANCH	Public Expenditure Performance Monitoring and Evaluation

<p>SUPERVISION RECEIVED FROM: Senior Director, Public Investment Project Implementation and Monitoring</p> <p>NATURE OF SUPERVISION: Periodic supervision based on broad procedures. (Weekly or Monthly Review)</p> <p>SUPERVISION GIVEN TO:</p> <p>(a) DIRECTLY: Senior Project Engineers (x4)</p> <p>(b) INDIRECTLY: N/A</p>
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<b>1. JOB PURPOSE</b> (one-line reason for job existing)
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- Under the guidance of the Senior Director, Public Investment Project Implementation and Monitoring, the Director Public Investment Project Monitoring & Evaluation (Engineering Projects) leads the provision of technical engineering instructions and advice so as to improve social sector project implementation by ministries, departments and agencies (MDAs).

<b>2. STRATEGIC OBJECTIVES</b> (statements of intent of what the post seeks to achieve)
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- To seek improvements in the project cycle framework, and public expenditure management generally;
- To analyse and appraise projects and loan agreements so as to ensure that only priority and well-conceived projects are approved for implementation;
- To monitor project implementation so as to promote the achievement of the desired outcome within time and budget;
- To facilitate mid-term reviews and to undertake post-implementation evaluations to determine the extent to which they have achieved their desired outcome within time and budget;
- To provide information and advice during the Public Sector Investment Programme (PSIP) and budget preparation so as to ensure that resources are allocated to priority projects;
- To identify training needs of project implementation staff so they can improve their competence in project planning, design and management;
- To lead and manage the section in the achievement of the strategic objectives above.

### **3. KEY OUTPUTS (results, deliverables)**

- Project Cycle Framework and public expenditure improvements proposed and accepted;
- Comments on project profiles submitted;
- Project implementation monitored and quarterly and ad hoc reports produced.
- Advice provided to the other PX Units to help ensure funding provided to priority projects;
- Post-implementation evaluations undertaken;
- Project management information and advice provided to MDAs;
- PSIP facilitated and project prioritization maximized.

### **4. FINAL OUTPUT (final results corresponding to job purpose)**

- Only well-conceived and priority projects implemented;
- Cost and time overruns minimized and maximum achievement of project objectives.

### **5. PERFORMANCE INDICATORS (how success will be measured)**

- Number of Project Cycle Framework and public expenditure improvements proposed;
- Percentage (%) of comments on project profiles submitted by the deadline;
- Percentage (%) of total number of projects monitored;
- Percentage (%) of quarterly reports produced on time;
- Percentage (%) level of client satisfaction with timing, nature and format of quarterly reports;
- Level of MDA satisfaction with assistance and advice provided, specifically on the prioritisation of projects and activities within projects;
- Number of target projects in sector subjected to mid-term and/or post-implementation evaluation.

### **6. JOB DUTIES & RESPONSIBILITIES (grouped under strategic objectives in Sec.2)**

#### **TECHNICAL RESPONSIBILITIES**

- Guides the improvements in the project cycle framework, and public expenditure management generally;
- Interprets engineering designs and specifications to ensure that the required standard and quality control mechanisms are included;
- Examines contract documents and makes recommendations on special conditions;
- Analyzes the project cycle to ensure areas of efficiency, adequate communication, absence of duplication etc which will enhance the successful planning, implementation and monitoring of projects;
- Advises Senior Director, on areas and means for performance improvement;
- Liaises with the Planning Institute of Jamaica (PIOJ), the Office of the Cabinet, the PSIP Unit and others on reforming the project cycle legal and policy framework as required;
- Collaborates with relevant “client teams” to MDAs on general issues as well as, project implementation-specific matters;

- Establishes networks and procedures so as to liaise and communicate effectively with the relevant stakeholders;
- Analyses and appraise projects and loan agreements so as to ensure that only priority and well-conceived projects are approved for implementation;
- Advises MDAs on likely problems which could be encountered and how these might be planned for e.g. land acquisition and security issues, and make appropriate recommendations for addressing them;
- Refers MDAs to expert sources for detailed design advice;
- Undertakes technical, economic and financial analysis of project profiles;
- Provides PIOJ with comments on project profiles;
- Reviews project appraisal in the Pre-selection Committee meetings;
- Reviews the evaluation and recommendations related to Cabinet submissions on project implementation;
- Participates in the monitoring of Loan Agreements through the provision of timely information related to possible amendments and status reports on current loan conditions;
- Monitors project implementation to promote the achievement of the desired outcome within time and budget;
- Analyses quarterly cash flow requests for major capital projects to maximise the allocation of resources;
- Conducts analysis of the risk and value of capital projects to determine which, and how, projects should be monitored;
- Liaises with the MDAs during the budget period to analyse their project activities and finances to improve efficiency and ensure value for money;
- Facilitates and provides technical project analytical advice where required and attends meetings with senior officials on those projects as required;
- Conducts physical and financial-monitoring of capital projects, including site visits, examining project documentation and meeting with project managers;
- Assesses the implementation of project activities: reviewing social intervention, design inputs, ensuring technical soundness and value for money;
- Assesses project designs and project activities ensuring their consistency with -national Social Programme Planning;
- Assesses the efficacy of social project activities and recommends possible alternatives in achieving project goals;
- Prepares quarterly reports which reflect the actual and budgeted expenditure and planned physical activity for projects within the monitoring portfolio;
- Participates fully in the quarterly review meetings to contribute to the preparation of the Project reports;
- Prepares reports on new developments in the environment of Project implementation which may impact current and future projects;
- Provides advice on the nature, purpose and status of capital projects;
- Co-operates with the Office of the Contractor General, PIOJ and other monitoring bodies to create synergy and ensure overlap in the monitoring of specific projects is minimised, producing joint reports where appropriate;
- Contacts stakeholders on any issues-requiring immediate action;
- Identifies and analyses likely problems/delays in project implementation, and the causes behind existing problems/delays as well as, analyse successes with a view of being able to duplicate them where necessary;

- Reviews implementation plans submitted for each project, to ensure that ~~it is~~ they are appropriate for the release of funds;
- Ensures that funds are channelled firstly to priority projects;
- Lobbies key stakeholders in whatever way necessary to ensure the expeditious implementation and completion of projects;
- Designs implementation action plans and agreeing responsibilities for action with MDAs;
- Oversees the implementation of actions to tackle the weaknesses;
- Continually seeks improvement in the timing, format and nature of monitoring feedback provided to stakeholders to ensure that they meet their needs.
- Participates in the mid-term and post-completion evaluation of projects;
- Liaises with, appropriate stakeholders to identify actions to tackle specific or systemic weaknesses;
- Conducts ad-hoc impact assessments of completed activities, to ascertain the impact of the activity on overall project outcome;

#### **MANAGEMENT/ADMINISTRATIVE RESPONSIBILITIES**

- Participates in corporate planning meetings to discuss with MDAs and other stakeholders the role of capital projects in achieving corporate objectives;
- Provides advice and guidance to the MDAs on the different stages of the project cycle, the requirements and documentation at each stage;
- Oversees the identification and preparation by the MDAs of projects, providing advice and guidance where required, in particular ensuring that the project is consistent with the policy framework, is likely to be a national priority, is feasible, is properly costed, etc;
- Shares information with colleagues monitoring projects in other sectors, thereby, facilitating the scope for cross-sectoral and cross-ministerial projects and co-operation;
- Advises the Project Prioritization Committee Secretariat (PPC) on the nature, purpose and status of capital projects;
- Provides advice on the projects which should be prioritised for inclusion in the PSIP, and in the capital budget;
- Advises MDAs on the prioritization process;

#### **HUMAN RESOURCE RESPONSIBILITIES**

- Plans, organizes and directs the work of the section, including overseeing the development of the section's component of the corporate and operational plans and budgets, and monitoring the section's achievement against them;
- Obtains feedback from key internal and external stakeholders as above about their satisfaction with the level of service provided by the section responding appropriately;
- Manages the performance of the section with particular emphasis on transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
- Ensures that the section's staff has sufficient and appropriate physical resources to ensure efficient and effective performance of assigned duties;
- Maintains effective working relationships with external and internal stakeholders to ensure-that the Unit provides a consistently high level of service to them.

**7. AUTHORITY** (decisions you have the power to make or recommend)

- Recommend policy advice on the project cycle to Ministers, the Financial Secretary, and Cabinet etc.
- Provide recommendations on staffing and technical matters relating to the Project Unit.
- Provide advice and guidance to the MDAs on different stages of the project cycles.
- Advise the PX Units and PSIP unit on the projects to be prioritized.

**8. RESOURCES MANAGED** (budget, purchases, other assets)

- N/A

**9. CONTACTS** (Liaises with)*Internal*

<i>Contact</i>	<i>Purpose</i>
Senior Director,	Reporting on progress, issues etc on capital projects
Ministers, Financial Secretary	Informing them of progress, issues etc on capital projects, and the capital programme as a whole
Senior team in PEXD	Liaising to tackle problems on specific projects, and to ensure that cash reaches priority projects
PSIP Unit	Informing them of progress, issues etc on capital projects.
Director, Loan Administration and Monitoring Unit	Liaising on Loan Agreements and Disbursement issues

*External*

<i>Contact</i>	<i>Purpose</i>
Permanent Secretaries and senior management of implementing agencies	Liaising with them to discuss matters on projects within their portfolio
External stakeholders	Providing monitoring feedback
PIOJ and Pre-Selection Committee	Analysing and appraising project profiles, and attending Pre-Selection meetings
Contractor General and Auditor General	Liaising to minimize duplication of monitoring and to request intervention on specific projects
Project planning management staff in executing agencies	Monitoring and providing advice

## 10. MINIMUM REQUIREMENTS TO START

### **QUALIFICATIONS & EXPERIENCE**

- Masters' degree in Civil/Construction Engineering and management.
- Five (5) years' work experience (3 years' experience in contract management, project implementation and monitoring);

OR

- Bachelors' degree in Civil/Construction Engineering and management.
- Seven (7) years' work experience (5 years' experience in contract management, project implementation and monitoring);

### **SPECIFIC KNOWLEDGE & SKILLS**

- Sound knowledge and experience of project development and management methodologies;
- Considerable knowledge in project planning and monitoring
- Considerable knowledge of Financial Administration and Audit (FAA) Act, Executive Agencies Act, the Public Bodies Management Accountability Act and accompanying regulations
- Strong knowledge and familiarity with the legislative, regulatory and governance framework of the Public Investment Management System;
- Sound knowledge of GOJ policies and programmes and the machinery of government
- Sound appreciation of risks identification strategies
- Excellent critical reasoning, quantitative and qualitative analysis skills
- Strong environmental scanning, analysis and interpretive skills
- Excellent knowledge of the methods, principles, practices and tools of project implementation;
- Proficiency in the use of the relevant computer applications
- Strong environmental scanning, analysis and interpretive skills
- Excellent knowledge of the methods, principles, practices and tools of project implementation;
- Ability to compile and analyse data and prepare comprehensive reports

### **COMPETENCIES**

- **Leadership** – Possess the ability to provide direction, allocate responsibilities, delegate and motivate staff.
- **Planning and Organizing** – Possess the ability to plan, organize and structure time efficiently; meticulous, quality conscious and thorough in approach to organizational activities.
- **Negotiating and Persuading** – Possess the ability to provide ideas, convince others and gain agreement to proposals, plans and activities

- **Problem Solving & Analysis** – Possess the ability to identify and analyze work related problems and generate innovative or appropriate solutions
- **Communication** - Possess excellent written and oral communication skills.
- **Interpersonal Skills** - Possess the ability to interact co-operatively with others and able to build long term internal and external relationships.
- **Quality of Output** - Deliver output of a consistently high quality.
- **People Management** – Possess the ability to effectively select and develop employees through training, mentoring and job rotation.
- **Teamwork** - Be a team player.

<b>11. SPECIAL CONDITIONS OF THE JOB</b> (disagreeable work environment etc.)
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- N/A

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

\_\_\_\_\_  
Signature of Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Supervisor

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

**The Head of the Division's agreement as signified below has validated this document:**

\_\_\_\_\_  
Name of Head

\_\_\_\_\_  
Job Title of Head

\_\_\_\_\_  
Signature of Head

\_\_\_\_\_  
Date