

## MINISTRY OF FINANCE AND PUBLIC SERVICE

### JOB SPECIFICATION & DESCRIPTION

POST NUMBER:	72577
JOB TITLE:	Senior Director, Project Appraisal
JOB GRADE:	GMG / SEG 5
DIVISION:	Public Expenditure Division (PEX)
BRANCH:	Public Investment Appraisal Branch

SUPERVISION RECEIVED FROM: Principal Director  
 NATURE OF SUPERVISION: Ongoing Supervision based on business process standards (Daily or Weekly Reviews)  
 SUPERVISION GIVEN TO:  
 (a) DIRECTLY: Senior Project Appraisal Analysts  
 (b) INDIRECTLY: NIL

### 1. JOB PURPOSE

Under the general direction of the Principal Director, the Senior Director Project Appraisal has responsibility for managing and facilitating the conduct of financial, economic, social, environmental and technical appraisal of assigned public investment projects (concepts and proposals); ensuring application of the relevant capital budgeting/development project appraisal techniques in support of evidence-based decision making and preparing thorough reports emanating therefrom.

### 2. STRATEGIC OBJECTIVES

The Senior Director Project Appraisal is:

- To ensure that public investment projects satisfy the criteria and objectives of alignment to Government strategic priorities, relevance, feasibility, sustainability and value for money;
- Manages the preparation of comprehensive reports documenting appraisal outcomes and recommendations for consideration by the Technical Review Committee (TRC) and the Public Investment Management Committee (PIMC)
- To ensure provision of accurate, evidence based advice to the PIMC on appraised public investment projects.

### 3. KEY OUTPUTS

- Inputs provided in the development/implementation of strategic/operational plans
- Assessment of concepts/appraisal of proposals coordinated/managed/supervised
- Metrics to enable objective prioritization of Public Investment Projects are reflected in project appraisal reports;
- Technical inputs/support in assessment/appraisal sought/secured/applied

- Presentations to the TRC and PIMC prepared and delivered
- Stakeholder communication channels/partnerships/relationships established/fostered
- Quality standards/best practices/international benchmarks implemented/monitored
- Research/data gathering facilitated/managed
- Assessment/appraisal reports collated/reviewed/verified/submitted
- Predecessor Project performance data analyzed & lessons learnt documented / acted on
- Strategic/operational plans developed/implemented/monitored/reviewed
- Periodic/special reports prepared/submitted
- Staff performance objectives/measures established/monitored/evaluated

#### **4. FINAL OUTPUT**

- i. Accurate, evidenced-based concept appraisal reports
- ii. Accurate, evidenced-based proposal appraisal reports
- iii. Objective metrics for prioritisation and allocation of fiscal resources to approved public investment projects;
- iv. Sound recommendations on appraised public investment projects for presentation to the Technical Review Committee and Public Investment Management Committee

#### **5. PERFORMANCE STANDARDS**

- i. Timely and effective support provided to the Principal Director in the development of the Branch's strategic and operational plans by the fourth quarter
- ii. Accurate, well researched, evidenced-based concept assessment and proposal appraisal reports with sound and timely decision-making recommendations from appraised submissions in keeping with established quality/time standards.
- iii. Presentations to the TRC and PIMC are well packaged/comprehensive/clear
- iv. Models developed/audited to enable presentation of business cases are robust/thorough
- v. Metrics to support prioritisation are audited for accuracy and captured in all proposal appraisal reports;
- vi. Collaborative engagements/appropriate channels fostered to enable continuous improvement in the provision of guidance on appraisal and prioritisation requirements for public investment projects
- vii. Project Analysts' workplans and performance evaluations for each FY completed and submitted in keeping with established timelines.
- viii. Effective quality standards, best practices and international benchmarks are established to guide the assessment process.
- ix. Monthly and Quarterly reports reviewed for completeness and accuracy submitted to the Principal Director in keeping with required schedule.
- x. Input to annual reports provided within one (1) month of end of fiscal year
- xi. Training and sensitization needs for staff and project proponents identified on an ongoing basis and technical content/recommendations provided for capacity building.

#### **6. JOB DUTIES & RESPONSIBILITIES**

##### **TECHNICAL/ PROFESSIONAL RESPONSIBILITIES**

- Supports the Principal Director in providing inputs in the development and implementation of the Branch's strategic and operational plans
- Supervises and directs the preliminary screening of project concepts to ensure:
  - alignment with Government's strategic objectives/priorities and MDAs Corporate/Sector Plans
  - concept proposal meets budget classification tests for inclusion as a project
  - a sufficiently good prima facie case exists for proceeding to the detailed appraisal stage
- Coordinates and manages the conduct of financial, economic, social, environmental and technical appraisal of public investment concepts and proposals submitted by MDA/SPS, including:
  - Rationale for the project - strategic justification
  - Cost/benefits to public entities/economy/society
  - Cost effectiveness of technical options proposed for investment
  - Social, economic and environmental, climate impact
  - Financial sustainability
  - Project options/alternatives
  - Major risks and mitigation strategies
  - Technical design and management arrangements
  - Monitoring and evaluation framework
- Directs the auditing of all metrics to support prioritization of appraised projects for provision of advice to the PIMC
- Reviews and validates legislative and policy alignment assessments to ensure investment projects are within prescribed mandates and requirements
- Reviews prioritisation reports for accuracy, relevance and completeness;
- Ensures completion of climate risk assessment for all public investment projects;
- Collaborates with and engages a wide range of PIMS stakeholders in soliciting and securing technical inputs in the screening and appraisal of project concepts and proposals
- Provides technical support to the Principal Director, TRC and PIMC in arriving at recommendations in respect of the appraisal of public investment project concepts and proposals
- Coordinates the collation and preparation of reports for submission/presentation to the TRC and PIMC for their consideration and recommendations
- Develops and fosters effective communication channels with the Project Management Office (PMO) of proposing entities and relevant MOF&PS stakeholders, so as to facilitate and ensure:
  - the adequacy of support and guidance in the preparation of concepts and proposals; and

- a smooth and efficient flow of complete, accurate and timely information in support of the screening and appraisal processes
- Provides leadership in implementing and monitoring quality standards, best practices, and international benchmarks to guide the assessment of investment concepts and proposals
- Undertakes reviews and audits of screening and appraisal reports submitted to gauge and ensure:
  - the most appropriate assessment and appraisal techniques and tools have been utilized
  - the accuracy and soundness of forecasts, projections and conclusions
  - concepts and proposals satisfy the criteria and objectives of alignment with GOJ strategic priorities, relevance, feasibility, sustainability and value for money
  - management of the optimism bias which may result from an overestimation of benefits and an underestimation of the costs of project proposals
- Provides support to staff supervised in facilitating and conducting research to gather data and information to support project analysis, benchmarking and recommendations
- Provides leadership in the analysis of project performance data entered on the PIMIS, and the initiation of appropriate action to ensure lessons learnt guide future assessments and drive continuous process improvements
- Collaborates with MDAs and Project and M&E Analysts in identifying training and sensitization needs and facilitating capacity building exercises
  - Keeps abreast of developments, trends and international best practices in the field of project management and analysis, so as to inform proactive planning, decision-making and continuous improvement;
  - Manages the preparation and provision of technical input on Cabinet Submissions prepared by MDAs, technical reports, special papers, presentations, briefs and other relevant report as required on assigned projects within portfolio.

## **7. AUTHORITY**

Authority to:

- Seek technical inputs from relevant and appropriate sources
- Provide technical support and advice to management and staff of MDAs, MoFPS and PIMS stakeholders
- Make recommendations regarding assessment of concepts and proposals
- Develop and recommend project related systems, standards and measures
- Identify system/data/operational needs and recommend corrective action
- Participate in the recruitment and selection of staff supervised
- Recommend leave and disciplinary action for staff supervised

<b>8. RESOURCES MANAGED</b> (budget, purchases, other assets)
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N/A

<b>9. CONTACTS</b> (Liases with)
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**A) INTERNAL (WITHIN DIVISION/DEPARTMENT)**

Contact (Title)	Purpose of Communication (Re:)
▪ Technical Support	Collaboration on screening of submissions, process monitoring/auditing and maintenance of quality standards, communication of appraisal requirements
▪ PEX-D	provision of fiscal space and capacity of SPS to undertake project; budget & M&E related matters
▪ Senior Management	participation in Divisional meetings
▪ Strategic Support and Administration Unit	collaboration and support on the development and maintenance of records and database, logistical and documentation support

**B) EXTERNAL**

CONTACT (TITLE)	Purpose of Communications (Re:)
▪ PED	development of PPP projects; financial performance of Public Bodies
▪ PPMC/TRC/PIMC	advice and technical support
▪ MDAs /SPS entities	review and appraisal of project concepts and proposals
▪ GOJ Agencies	input of relevant technical expertise for the screening, appraisal process
▪ PIOJ	assessment and prioritization related matters of project concepts and proposals; and matters related to externally funded projects
▪ DBJ	appraisal/screening of PPP projects
▪ Auditors	conduct of audit, findings, recommendations and requests for supporting information

<b>10. MINIMUM REQUIREMENTS TO START</b>
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**QUALIFICATIONS & EXPERIENCE**

- Master's degree in Economics, Actuarial Sciences, Statistics, Finance, or relevant Social Science discipline
- Certification as a Project Management Professional (PMP) or its equivalent
- Five (5) years of proven experience and demonstrated ability in a project management, economic/ business/finance analytical role particularly in the conduct of investment appraisal. Two (2) of these five (5) years must be in a managerial/supervisory position
- Proven track record of handling multiple and complex range of project assignments concurrently, with successful project delivery results.
- Proven experience in coordinating, synthesizing and evaluating a wide range of complex qualitative and quantitative information/data;
- Extensive experience utilising excel or econometric software packages would be an asset.

## **SPECIFIC KNOWLEDGE & SKILLS**

- Sound planning, coordinating, organizing, problem solving and time management skills
- Excellent conceptual, analytical, risk management and critical-thinking skills
- Ability to articulate technical information clearly and effectively to both technical and non-technical audiences
- Meticulous attention to detail with an eye for accuracy, rigor, logic and causes and effects
- Ability to demonstrate sound judgment, objectivity and integrity in decision making
- Exhibits a passion for achieving excellence in performance outcomes and customer satisfaction
- Excellent knowledge of all phases of project life-cycles
- Excellent knowledge of the methods, principles, practices and tools of project appraisal
- Ability to develop and analyze financial and economic models and undertake cost-benefit and cost effectiveness analysis of public investment projects
- In-depth knowledge of the application of the tools and methodologies of project analysis and research in arriving at evidence-based and sound decision-making
- Ability to plan, organize, direct and co-ordinate the work of professional and other support staff engaged in project appraisal activities.
- Ability to collaborate with relevant stakeholders to provide relevant information for pre-investment appraisal of public investment projects.
- Ability to compile and analyse data and prepare comprehensive reports
- Relevant knowledge of the following industries/sectors would be an advantage:  
Commerce/Trade, Infrastructure (Economic and Social), Information Communication Technology, Agriculture, Tourism, Mining, Transportation

## **COMPETENCIES**

- **Planning and Organizing** – Excellent planning and organization skills.
- **Research and Analysis– Strong research and analytical capabilities**
- **Problem Solving** - Logical problem solving skills.
- **Communication** - Possess excellent written and oral communication skills.
- **Initiative and Judgment** - Ability to exercise initiative and sound judgment.
- **Accountability** – Manages performance to achieve expected results in a timely manner.
- **Quality of Output** - Deliver output of a consistently high quality.
- **Customer Service** – Demonstrates excellent (Internal and external) customer service skills.
- **Teamwork** - Be a team player.

<b>11. SPECIAL CONDITIONS OF THE JOB</b> (disagreeable work environment etc.)
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- Working with numerous critical deadlines.
- May sometimes be required to work beyond regular work hours including on weekends

## 12. VALIDATION

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