MINISTRY OF FINANCE AND PUBLIC SERVICE

JOB SPECIFICATION & DESCRIPTION	

POST NUMBER:	78021
JOB TITLE:	Senior Director Project Development & Technical Support
JOB GRADE:	GMG / SEG 5
DIVISION:	Public Expenditure Division (PEX)
BRANCH:	Public Investment Appraisal Branch

SUPERVISION RECEIVED FROM: Principal Director - Public Investment Appraisal Branch

NATURE OF SUPERVISION: Periodic Supervision based on broad procedures (Weekly or Monthly Reviews)

SUPERVISION GIVEN TO:
(a) DIRECTLY:
   i.   Director Project Development and Technical Support
  ii.   Director Pre-Investment Monitoring and Evaluation
 iii.   Director Pre-Investment Prioritization and Quality Assurance

    (b) INDIRECTLY:
          i. Pre-Investment Quality Assurance Analyst
         ii. Pre-Investment Prioritization Analyst
        iii. Senior Project Development and Technical Support Analysts
        iv. Pre-Investment Monitoring and Evaluation Analysts

1. JOB PURPOSE

Under the general direction of the Principal Director, the Senior Director Project Development & Technical Support has responsibility for directing, co-ordinating and managing the screening of draft submissions and provision of technical support, advice and guidance to MDA/SPS in the preparation of public investment project submissions including the design and assessment of M&E Framework for project concepts and proposals; establishing a Quality Assurance (QA) framework to meet project related quality and performance requirements of MDA/SPS and PIAB; leading the establishment and execution of a communication plan to support understanding and compliance with the PIMS pre-investment requirements; managing the prioritisation of appraised public investment projects; directing the review and evaluation of M&E reports from MDAs and managing the identification, reporting and organisation of training in PIMS pre-investment appraisal matters for MDA/SPS entities.

2. STRATEGIC OBJECTIVES

The Senior Director Project Development & Technical Support is:

- To lead the process to provide timely, effective and efficient provision of support to SPS entities in their preparation and submission of public investment concepts and proposals and development of project's M&E frameworks

- Ensure a smooth and efficient flow of complete, accurate and timely information in support of the PIMS process, both internally and externally

- To manage the prioritisation of appraised public investment projects .

3. KEY OUTPUTS

- Inputs provided in the development/implementation of strategic/operational plans
- Work plans/budget developed/implemented/monitored/reviewed
- Technical support/guidance provided to MDA/SPS
- Concepts and proposals screened for completeness, consistency and adherence to information standards required for appraisal
- QA framework/system developed/implemented/adopted
- QA system established/audited/reported on
- Training/development needs identified/documented/reported-on/facilitated
- verified prioritisation reports for appraised projects prepared and presented to the Technical Review Committee (TRC) and Public Investment Management Committee (PIMC);
- Reports to Cabinet on PIMC decisions on prioritised projects
- Comprehensive communication/sensitization plan developed/implemented and evaluated
- Systems/processes established for follow-up actions on SPS training/development needs identified
- Research and special surveys on models of best practices and the establishment of benchmarks in support informed decision-making managed
- Processes to evaluate, validate and report on the adequacy and appropriateness of MDA's Project Management and M&E frameworks managed.
- Findings from research to inform future design/continuous improvement of project M&E framework and in assessing progress towards higher order results (outcomes/impact) applied in delivery of technical support to MDAs/SPS entities.
- Archive of lessons learnt to inform future development of project submissions related activities developed
- Community of Practice for project focal points established and managed
- Project Appraisal Reports for collated, formatted, edited, quality assured
- Stakeholder partnerships/relationships established/fostered/maintained
- Periodic/special reports prepared/submitted
- Staff performance objectives/measures established/monitored/evaluated

4. FINAL OUTPUT

- Effective processes are managed to enable provision of technical support for the preparation of concepts and proposals
- Complete, consistent and clear concepts and proposals submitted for appraisal in keeping with information requirements
- Quality assurance processes established and managed
- Communications programme developed and evaluated
- Prioritization reports prepared for approved projects
- M&E Framework plan for all projects seeking admission to the Public Sector Investment Programme (PSIP)
- Standardised, formatted and vetted Project Appraisal Documents are prepared for PIMC approved proposals seeking admission to the PSIP

5. PERFORMANCE STANDARDS (how success will be measured)

- Inputs to the Branch's Strategic and Operational Plans developed and provided on areas of responsibility;
- Staff Performance appraisals and work plans developed in keeping with the requisite timelines and standards
- Preparation of Concept and proposal screening reports managed in keeping with established timelines and standards in support of the PIMS process
- quality assurance framework including standard operating procedures for key Branch processes developed and operationalised;
- development, implementation and ongoing evaluation of a comprehensive communications and public relations programme directed/managed
- process for prioritisation of appraised projects to enable provision of relevant, timely and sound advice to the PIMC effectively managed/co-ordinated;
- Processes to evaluate, validate and report on the adequacy and appropriateness of MDA's Project Management and M&E frameworks effectively managed
- Collaboration with MDA and Project Analysis Unit is effectively managed in identifying training and sensitization needs and facilitating/delivering capacity building exercises in a timely manner.
- Community of Practice operationalised and managed to enable timely and effective engagements with MDAs/SPS entities to improve pre-investment project management practice, sharing of best practices and presentation of project development status reports;
- Periodic quality audits completed and reports utilised as part of quality management system
- Periodic reports prepared to enable timely decision making on Branch related processes and to provide advice on public investment projects.
- Effective communication channels developed with proposing authorities to facilitate and ensure the adequacy of support and guidance
- Record Management System is maintained to facilitate the efficient and effective day-to-day operations of the Unit.
- Technical input is provided relating to requirements for ongoing development of the Management Information Systems that tracks and monitors progress on projects.

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
- Provides leadership to staff through effective objective/goal setting, performance evaluation,
- Manages the provision of technical support, advice and guidance to proposing authorities within MDAs/SPS entities during the screening process so as to facilitate:
  - timely and appropriate responses to queries, concerns and request for information
  - a smooth and efficient flow of complete, accurate and timely information in support of the pre-investment appraisal process of the PIMS process
- Directs collaboration between the Project Appraisal Unit and M&E Analysts in establishing sound and logical results framework and M&E models for appraised public investment projects that are to be considered by the TRC and PIMC
- Leads the pprovision of support by the Technical Support Unit to the Project Appraisal Unit in arriving at recommendations and decisions in respect of project concepts and proposals;
- Leads the collaboration with Project Appraisal and Strategic Support & Administration units to enable timely completion key outputs within areas of responsibility including Investment Prioritisation reports and Appraisal Reports for projects recommended to Cabinet for approval by the PIMC
- Manages the preparation of Project Appraisal Reports for projects recommended by PIMC for Cabinet approval
- Directs the prioritisation of appraised projects for provision of advice to the PIMC;
- Presents prioritisation reports for appraised projects to the Technical Review Committee (TRC) and Public Investment Management Committee (PIMC);
- Manages the development, implementation and ongoing evaluation of a comprehensive communications and public relations programme, aimed at promoting awareness and transparency among PIMS stakeholders, of the PIAB's role and function, and the GOJ investment initiatives
- Direct the process of evaluating and validating the adequacy and appropriateness of MDA's Project Management and M&E systems and processes and ensures findings, lessons learnt and best practices are shared with stakeholders.
- Oversees the development of an archive of lessons learnt to inform future development of project submissions related activities.
- Manages the Unit's collaboration with MDAs and Project Analysis Unit in identifying training and sensitization needs and facilitating capacity building exercises.
- Manages the collaboration with MDAs/SPS entities in:
  - identifying and clarifying proposal development information needs
  - developing and implementing systems, tools and mechanisms to inform and facilitate project proposal development and to capture and report on quality of performance in keeping with established standards
  - establishing clear performance indicators, standards and quality requirements for the development of Public Investment Proposals

- Facilitates the collaboration with MDA/SPS, PIAB personnel and MIND in identifying, documenting collating and reporting on training, development and sensitization needs
- Leads the development and implementation of a QA framework to streamline systems and processes to meet project related quality and performance requirements
- Directs and foster effective communication channels with proposing authorities so as to facilitate and ensure the adequacy of support and guidance
- Oversees the establishment and creation of a community of practice for management of public investment projects
- Develops, implement, monitor and review work plans to guide the management of Technical Support Activities
- Ensures the maintenance of record keeping systems to facilitate the efficient and effective day-to-day operations of the Unit.
- Manages the preparation and submission of internal periodic and special reports on areas of responsibility including the status of proposals being developed, challenges and recommendations
- Directs the provision of Technical inputs into the development of the Management Information Systems that tracks and monitors progress on projects.

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

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

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

N/A

9. CONTACTS (Liaises with)

A) INTERNAL (WITHIN DIVISION/DEPARTMENT)

Contact (Title)	Purpose of Communication (Re:)
▪ Snr. Directors Project Appraisal	Collaboration on Screening of projects and preparation of Project Appraisal Documents
▪ PEX-D	provision of lessons learnt to inform SPS entities project development work; Collaboration on provision of GoJ resources for technical support activities
▪ Senior Management	participation in Divisional meetings

▪ PIAB Support Staff	collaboration and support on the development and maintenance of records and database

B) EXTERNAL

CONTACT (TITLE)	Purpose of Communications (Re:)
▪ PED	development of PPP projects; financial performance of Public Bodies
▪ PMOs of SPS entities/MDAs	support and guidance in the development of Public Investment Projects (concepts and proposals); training and development needs & interventions
▪ GOJ Agencies	input of relevant technical expertise for the screening, appraisal process
▪ PIOJ	Collaboration on technical support for externally funded projects
▪ Training and Development entities/consultants	Training and development interventions
▪ eGov Jamaica Ltd	Screening and provision of technical advice on ICT related projects

10. MINIMUM REQUIREMENTS TO START

QUALIFCATIONS & EXPERIENCE

- Masters' degree in Economics, Business Administration, Public Sector Management or equivalent qualification from a recognised tertiary institution
- Four (4) years of proven work experience in an area of project management, including three (3) years in a managerial/supervisory position
- Certification or training as a Project Management Professional (PMP) or its equivalent

SPECIFIC KNOWLEDGE & SKILLS

- Sound planning, coordinating, organizing, problem solving and time management skills
- Knowledge of PIMS Operational Guidelines, legislative, regulatory and governance frameworks
- Excellent knowledge of all phases of project life-cycles and project management principles and practices.
- Ability to plan, organize, direct and co-ordinate the work of professional and other support staff engaged in monitoring and evaluation activities.
- Sound appreciation of risks identification and strategies
- Proficiency in Results based management framework
- Proficiency in Microsoft Office applications, including Microsoft Word and Project and flow chart software eg Lucid charts

COMPETENCIES

- **Planning and Organizing –** Excellent planning and organization skills.
- **Problem Solving and Analysis** - Logical problem solving and analytical 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.

11. SPECIAL CONDITIONS OF THE JOB (disagreeable work environment etc.)

- 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