

MINISTRY OF FINANCE & PUBLIC SERVICE

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Senior Project Development and Technical Support Analyst
JOB GRADE:	GMG/SEG 3
POST NUMBER:	72589
DIVISION/BRANCH:	Public Investment Appraisal Branch
UNIT/SECTION	Project Development and Technical Support
REPORTS TO:	Director Project Development and Technical Support

1. JOB PURPOSE

Under the general direction of the Director Project Development and Technical Support, and working in close collaboration with Project Analysts, M&E Analyst and Quality Assurance staff, the Senior Project Development and Technical Support Analyst is responsible for providing support and guidance to MDA/SPS entities in the development of Concepts and Proposals so as to ensure their timely, effective and efficient preparation and submission; and a smooth and efficient flow of complete, accurate and timely information in support of the appraisal and assessment process.

2. STRATEGIC OBJECTIVES

The Senior Project Development and Technical Support Analyst 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

- Proactive/sound/timely support/advice provided
- Supporting data/information researched/verified/shared

- concepts and Proposals reviewed & recommendations made
- Enhanced information flow in support of appraisal process
- Technical inputs from secondary sources sought/secured/applied/shared
- Compliance with Quality Assurance checklists/guidelines/requirements supported
- Training/sensitization needs identified/reported on
- Collaborative relations established/fostered/maintained
- Reports/recommendations compiled/supported/submitted

4. PERFORMANCE STANDARDS

- Proactive, sound and timely advice and support is provided to MDA/SPS in the preparation of Proposals
- Support and advice provided facilitates the timely, effective and efficient preparation and submission of Proposals
- A smooth and efficient flow of complete, accurate and timely information in support of the appraisal and assessment process is achieved
- Sound and timely support and guidance is provided in facilitating and ensuring compliance with Quality Assurance checklists, guidelines and requirements
- Collaborative and partnership relationships with MDA/SPS, government agencies and other relevant institutions are established, fostered and maintained
- Training, sensitization and competency development needs are identified and reported on
- Professional development activities are identified and engaged in on an ongoing basis

5. KEY ROLES AND RESPONSIBILITIES

Technical/Professional

- Liaises with MDA/SPS entities and project Analysts in providing technical support, advice and guidance to MDA/SPS so as to facilitate and ensure:
 - the timely, effective and efficient preparation and submission of Proposals; and
 - a smooth and efficient flow of complete, accurate and timely information in support of the appraisal and assessment process
- Provides technical advice, guidance and support to MDA/SPS in the development of Proposals to include among others, the following elements:
 - Terms of Reference in the conduct of feasibility studies
 - Technical design and management arrangements

- Financial sustainability Potential risks, challenges and mitigation plans
- Social, economic and environmental impact;
- Provides support to proposing authorities in the verification of data and information and recommendations to improve concepts and Proposals
- Liaises with relevant government agencies and other institutions in accessing information and data to facilitate the provision of support services
- Provides assistance in reviewing concepts and Proposals and other supporting concepts and Proposal documents to ensure quality and completeness
- Conducts research and collect and interpret qualitative and quantitative information and data needs as a basis for informing guidelines provided to MDAs/SPS entities
- Collaborates with Quality Assurance staff in providing support in ensuring compliance with Quality Assurance checklists, guidelines [includes turnaround timelines] and requirements
- Develops and fosters effective communication channels with proposing authorities so as to facilitate and ensure the adequacy of support and guidance
- Collaborates with MDAs/SPS entities, Project Analysts, M&E staff and Quality Assurance staff in identifying proposal related training and competency development needs
- Contributes and participates in the implementation of programmes to build competencies and awareness around PIMS system, process, and informational and quality requirements
- Contributes to the development of an archive of lessons learnt to inform future Proposal development support activities
- Maintains knowledge of current practices and trends in the field of Proposal development and appraisal to adequately meet the demands of the job
- Performs other related duties and responsibilities as may be determined by the PDSS Manager

Management/Administrative

- Develops, implements, monitors and reviews work plans to guide proposal support activities
- Attends meetings to provide updates and make presentations to internal and external stakeholders on proposal support activities
- Prepares internal periodic and special reports on areas of responsibility including the status of each assigned proposal, problems and solutions
- Provides inputs into the development of the Management Information Systems that tracks and monitors progress on proposals

6. AUTHORITY

- Provide advice, guidance and recommendations to MDAs/SPS in the preparation of Proposals
- Seek technical inputs from relevant and appropriate sources

7. RESOURCES MANAGED

8. CONTACTS

Internal

Contact (Title)	Purpose of Communication
Project Analysis staff	Re collaboration on proposal development issues
Project & M&E Analysts/ Quality Assurance Staff	Re collaboration on research & development of best practices and standards
PIAB staff	Re training and development needs & initiatives
PEX Division staff	Re requirements to be considered in guiding development of proposals and QA standards
Relevant Staff of the MOF&PS	Re requirements to be considered in guiding development of proposals

External

Contact (Title)	Purpose of Communication
<input type="checkbox"/> PMO of MDA/SOP	<input type="checkbox"/> Re: Support and guidance in the development of proposal proposals; training and development needs & interventions
<input type="checkbox"/> DBJ/PIOJ	<input type="checkbox"/> Re technical inputs in the development of proposal proposals
<input type="checkbox"/> Training and development entities/consultants	<input type="checkbox"/> Re sensitization interventions

9. MINIMUM REQUIRED TO START

- Bachelor's degree in Business Management/Administration, Finance, Engineering, Computer Science or relevant discipline
- Training or certification in project management
- Three (3) years' experience in a project management or business analysis role

OR

- An equivalent combination of required education and experience

SPECIFIC SKILLS AND KNOWLEDGE

Technical

- Working knowledge of PIMS legislative, regulatory and governance framework
- Sound knowledge of all phases of project life cycles
- Sound knowledge of the methods, principles, practices and tools of proposal development and appraisal
- Ability to research, collect, analyze and interpret qualitative and quantitative information and data
- Conceptual, analytical, risk management and critical-thinking skills
- Proficiency in Microsoft Office applications, including Microsoft Projects, Excel and Visio

Competencies

- Ability to communicate effectively, orally and in writing with diverse stakeholders
- Ability to listen actively and respond appropriately to others' proposals and ideas Ability to forge effective working relationships with cross-functional teams and other stakeholders
- Ability to prioritize and handle multiple tasks simultaneously
- Problem solving and time management skills
- Detail oriented
- Sound conceptual, analytical, risk management and critical-thinking skills

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work is performed in normal office conditions. May occasionally be required to visit a proposal site
- May be required to work beyond normal hours in order to meet deadlines

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