

## MINISTRY OF FINANCE AND PUBLIC SERVICE

### JOB SPECIFICATION & DESCRIPTION

POST NUMBER:	58161
JOB TITLE:	Senior Project Engineer
JOB GRADE:	SOG / ST 7
DIVISION:	Public Expenditure Division (PEX)
BRANCH:	Public Expenditure Performance Monitoring and Evaluation

SUPERVISION RECEIVED FROM: Director, Project Implementation Monitoring and Evaluation (Engineering Projects)

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

SUPERVISION GIVEN TO:

(a) DIRECTLY:

(b) INDIRECTLY: N/A

### JOB PURPOSE (one line reason for job existing)

Under the general direction of the Head, Project Implementation Monitoring and Evaluation (Engineering Projects), the Senior Project Engineer is responsible tracking, validating, measuring and reporting on physical and financial performance, outputs and outcomes of a portfolio of public investment infrastructure projects; providing guidance to project managers and project personnel on recommended corrective measures that will allow infrastructure projects in development and under implementation to maintain their focus and deliver their planned outputs and outcomes within the approved cost and time.

### STRATEGIC OBJECTIVES

- To support the institutionalization of results-based monitoring and evaluation (M&E) as a continuous function of project implementation within the Specified Public Sector (SPS);
- To assist in strengthening and reinforcing the governance arrangement and principles of GOJ's Public Investment Management System;
- To support budgetary decision-making; support analysis, and information reporting by producing accurate, relevant and timely physical and financial data on public investment infrastructure projects under implementation within the Specified Public Sector;
- To contribute to improved project effectiveness and to validate data that informs decisions on ongoing public investment projects;

- To support end of project evaluation and determine the impact of selected projects;
- To support the pre-investment process; review concepts and proposals submitted to PIAB as a control mechanism, and provide advice on new public investment projects for consideration by the Public Investment Management Committee (PIMC);
- To support the work of Public Investment Project Implementation Monitoring and Evaluation Unit in ensuring that the functions are effectively and efficiently carried out in accordance with the mandate of the Monitoring and Evaluation Branch

## **KEY OUTPUTS**

- Institutionalised systematic tracking, validation, measuring and reporting physical/ financial performance, and outputs and outcomes of public investment projects under implementation within the specified public sector;
- Consistent, reliable, high quality, validated data on actual physical, financial and operational performance on Public Investment Projects under implementation within the specified public sector projects;
- Monthly, quarterly and annual status updates of the Public Sector Investment Programme produced for key stakeholders;
- Periodic performance reports arising from project review meetings convened;
- Comments on Aide-Memoires from International Development Partners
- Monitoring Reports on the financial and physical performance of projects;
- Validated data on performance of infrastructure projects reported for inclusion in PIMIS

## **PERFORMANCE STANDARDS (how success is to be measured)**

- Budgetary decision-making, is improved by the systematic tracking and reporting of the financial and physical performance of public investment projects;
- Monitoring of public sector investment infrastructure projects within the specified public sector is systematically carried out within agreed timelines;
- Recommendations/proposals on the performance of public investment infrastructure projects are submitted to the Director in a timely and consistent manner;
- Comprehensive Project Monitoring reports, breaches and infractions identified are reported to the Director within the agreed timeframe;
- Procurement schedules are reviewed to determine the state of implementation readiness and the corresponding budgetary requirements;
- Mid-term and/or post-implementation evaluations of targeted projects are completed, and reports submitted within stipulated timelines;
- Timely technical advice are provided to Director;

## **JOB DUTIES & RESPONSIBILITIES**

- Supports the Director in enforcing the use of the Public Investment Management Information System (PIMIS) by specified public sector to facilitate the systematic collection, analysis and use of project information to enable (a) Ongoing review and monitoring of projects during implementation and the Ex post assessment of the impact and outcomes of these projects;
- Undertakes physical and financial monitoring of public investment engineering projects, including project site visits, examining project documentation, meeting with project managers to enable the collection of data, inputs, activities, outputs and outcomes;
- Conducts budget-linked assessments of public investment projects to inform the budget planning, preparation and management process including the establishment of realistic medium term expenditure ceilings for the infrastructural projects within the PSIP;
- On the basis of performance information collected from the monitoring of infrastructural projects, advises the Director on financial cash flows and spending requirements to support effective implementation of the projects, as well as budgetary adjustments required during the budget management phase;
- Supports the Director and other M&E staff in the building and maintaining results-based M&E capacities in Central Government;
- Leads the analysis and interpretation of data collected on infrastructural projects to determine whether the projects are on target to achieving their intended outputs, outcomes and impact and ensure that the resulting findings, advice and recommendations are available to stakeholders in a timely manner;
- Provides feedback, monitoring reports and presentations to relevant stakeholders, on the implementation progress of infrastructure projects to inform In-Year budget rationalization and re-prioritization;
- Ensures that infrastructural project monitoring plans are aligned with the M&E framework provided in the Project Appraisal Document (PAD) produced by the PIAB for each Public Investment Project and approved by the PIMC to inform the monitoring and evaluation plan of new PIPs’;
- Monitor the internal and external resources requirements of infrastructure projects to ensure that these projects adhere to approved scope, schedule, and budget;
- Monitors the quality and timeliness of construction deliverables, the utilization of inputs and resources, and the physical and financial progress of the infrastructural projects within the PSIP (including PPPs and Joint Ventures)
- Oversees the conduct of basic project completion reviews on infrastructural projects that records whether projects were finished within the original (and amended) budget and time frame, and whether the outputs were delivered as specified;
- Provides support to MDAs monitoring efforts geared towards making corrective actions to findings and recommendations (weaknesses and or deficiencies) provided to improve project performance and implemented;

- Ensures that requests from project implementing entities for changes to infrastructure PIPs are assessed for impact on project budget, project milestone schedule/scope the findings and recommendations to relevant stakeholders;
- Works collaboratively with Budget Planning, Preparation and Management analysts to establish the quarterly cash flow requirements for infrastructure projects with a view to achieving efficient and effective resource allocation;
- Provides evidence-based medium term projections as to the fiscal space requirements of new and ongoing public investment infrastructure projects;
- Provides technical advice for reports to the Public Investment Management Committee (PIMC) on the status of infrastructure project development;
- Provides technical advice to support preparation of the PSIP Policy Paper, the PSIP Report and other ad hoc reports;
- Utilizes earned value analysis as a monitoring tool to forecast total cost and date of completion, based on trend analysis or application of the project's "burn rate" of infrastructure projects under implementation;
- Provides technical support to implementing entities of infrastructure project during the budget planning and preparation process to support budgetary allocations based on the actual physical and financial performance of the projects and other constraints as revealed in project monitoring reports;
- Utilizes the approved data validation mechanisms and processes to validate the accuracy, clarity, and details of data uploaded to the PIMIS prior to the data being finalized and approved for dissemination to stakeholders;
- Supports the Director in mid-term reviews to determine the extent to which infrastructural projects are achieving their desired outcome within time and budget;
- Supports the Director in preparing for presentation to key stakeholders at quarterly PSIP review meetings with Project Management staff;
- Supports the Director in collaborating with specified public sector in the conduct of midterm and ex-post evaluation of projects to identify: project-specific factors influencing project performance; systemic, strategic, policy, legal etc. factors which has impacted on the poor performance of programs and projects;
- Supports entities within the specified public sectors in conducting timely ad-hoc impact assessment of completed activities, and report on the impact of the activity on overall project outcome;
- Performs quality control tasks on budgets, schedules, plans, and contractor's performance and include in Monitoring Reports;
- Ensures that physical and financial performance data of infrastructure projects uploaded to the PIMIS by project managers in executing agencies, is validated prior to inclusion in Project Reports;
- Represents the Unit on various committees and at meetings, workshops and other activities, as required;

**AUTHORITY**

- Recommends the actions to be taken or / implemented based on findings from implementation monitoring.

**RESOURCES MANAGED**

N/A

**CONTACTS****Internal**

<i><b>Contact</b></i>	<i><b>Purpose</b></i>
Senior Director Project Implementation & Monitoring	Receiving direction and guidance on overall strategic direction
Director Project Implementation & Monitoring	Providing advice and/or information and/or recommended solutions to particular issues raised by external clients.
Budget Planning Preparation and Management Branch	Advice on budgetary resource needs of budget-funded PIPs, cash needs of projects during budget implementation; changes to project implementation plans; monitoring and evaluation performance information;
Budget Systems Administration and Information Management and Reporting Unit	Providing monitoring information
Economics Management Division	External financing of public investment infrastructure projects

**External**

<i><b>Contact</b></i>	<i><b>Purpose</b></i>
Project management technical staff - monitoring and evaluation, engineers executing entities; Project Management Office staff in executing entities including procurement officers; accountants and other technical staff;	Monitoring advice; recommendations and reporting; validating performance information;
Project Contractors and suppliers of goods and services	Validating performance information
PIP Management Teams within the SPS	Collecting and sharing information
Planning Institute of Jamaica	Sharing information

<b>MINIMUM REQUIREMENTS TO START</b>
--------------------------------------

**QUALIFICATIONS & EXPERIENCE**

- Masters' degree in Civil/Construction Engineering and management.
- Four (4) years' work experience in contract management, project implementation and monitoring.

OR

- Bachelors' degree in Civil/Construction Engineering and management.
- Six (6) years' work experience in contract management, project implementation and monitoring.

**SPECIFIC KNOWLEDGE & SKILLS**

- In-depth knowledge of construction industry regulations.
- Knowledge of the Financial Administration and Audit (FAA) Act,
- Sound knowledge of GOJ policies procedures, rules and regulations
- Knowledge and familiarity with the legislative, regulatory and governance framework of the Public Investment Management System
- Sound appreciation of risks identification and strategies for mitigation
- Excellent critical reasoning, quantitative and qualitative analysis skills
- Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts.
- Ability to compile and analyse data and prepare comprehensive reports

**COMPETENCIES**

- 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.
- Initiative & Judgment – Possess the ability to exercise initiative and sound judgment.
- Interpersonal Skills - Possess the ability to interact co-operatively with others and able to build long term internal and external relationships.
- Planning and Organizing – Possess the ability to plan, organize and structure time efficiently; meticulous, quality conscious and thorough in approach to organizational activities.
- Quality of Output - Deliver output of a consistently high quality;
- Teamwork - Be a team player;
- Strong customer relations skills;
- Proficiency in the use of relevant computer applications;

<b>SPECIAL CONDITIONS OF THE JOB</b>
--------------------------------------

- Working conditions with numerous critical deadlines.
- May be required to work long hours, on weekends and public holidays;
- Frequent visits to project sites and site meetings involving a range of project personnel.

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
<b>The Head of the Division's agreement as signified below has validated this document:</b>	
_____ Name of Head	_____ Job Title of Head
_____ Signature of Head	_____ Date