

TERMS OF REFERENCE

PROJECT MANAGEMENT OFFICER

Type of Employment : Contract	Reports to: Head Human Resources Shared Services
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Strategic Public Sector Transformation Project

The Strategic Public Sector Transformation Project (SPSTP) is financed through a loan from the World Bank and is being implemented by the Ministry of Finance and the Public Service (MOFPS). The Project Development Objective (PDO) is to strengthen public resource management and support selected public sector institutions in facilitating a more enabling environment for private sector growth. The project has six (6) main components:

- Component I : Strengthening the Public Investment Management System (PIMS)*
- Component II : Strengthening the Budget Preparation Process and Results Based Budgeting (RBB)*
- Component III : Adaptive Public Sector Approaches to Promote Fiscal Sustainability*
- Component IV : Modernizing the Accountant General's Department*
- Component V : Fostering Industrial Growth and Trade Facilitation*
- Component VI : Project Management*

Executing Agency and Beneficiary

The executing agency is the Ministry of Finance and the Public Service (MOFPS), and is also the main beneficiary of many of the activities proposed by the Loan. The Project Implementation Unit (PIU) has been established within the MOFPS and is responsible for implementing the project. Institutional arrangements have been designed and an implementation support plan is in place to ensure that, if capacity problems arise, these will be addressed promptly. MOFPS will coordinate activities across other beneficiaries of the Project which are mainly executive agencies and divisions spread across Ministries.

Public Sector Transformation Implementation Unit (PSTIU) at the Office of the Prime Minister

The Government is committed to enhancing the efficiency, quality and cost effectiveness of public services. An action plan for public sector transformation has been approved to include: merging, divesting, and outsourcing government functions which are better performed by the private sector; the introduction of shared services for communications, human resource management and asset management and centralized legal services; strengthen the financial reporting requirements on those entities that remain; and ensure, where required, that well-structured transition plans are in place. In order to achieve these objectives a Public Sector Transformation Implementation Unit (PSTIU) has been established at the Office of the Prime Minister. Among the initiatives currently being undertaken by the PSTIU is the implementation of the Human Resources Shared Services Centre (HRSSC).

Implementation of the Human Resources Shared Services Centre (HRSSC)

The implementation of shared services arrangements for human resource management in the Public Sector is in the context of HR Transformation. HR transformation seeks to build on the strengths that exist and transform areas required to build capacities and capabilities in the Public Sector. The HR vision is for a

“Public Sector HR function that promotes fairness, equity and development to enable sustainable growth through excellence in people.”

In order to achieve this vision, the HR Operating Model that is currently being looked at has been adapted from the David Ulrich Human Resources (HR) Model. It is within this context that shared services arrangements for human resource management are intended to be implemented in the form of the HR Shared Services Centre (HRSSC). The Ulrich Model has three main pillars, the Centres of Expertise, the HR Business Partners and the HRSSC.

The HRSSC is responsible to provide transactional, administrative and operational services powered by an enterprise based Human Resources Management Information System (MyHR+) technology platform. Ministries, Departments and Agencies are to be assimilated into the HR Shared Services arrangements on a scheduled phased basis guided by the implementation of the MyHR+ enabling technology platform. At this time, the PSTIU is actively progressing with the commencement of implementation arrangements for the HRSSC. Detailed project plans need to be developed and monitored to ensure the success of the implementation. To this end, the Ministry is seeking to secure the services of a Project Management Officer.

Summary/Objective

The Project Management Officer (PMO), under the general direction of the Head HR Shared Services, will be responsible for supporting the implementation of the HR Shared Service Centre (HRSSC), by performing key project management functions, planning, tracking, monitoring and reporting for all project initiatives.

Summary/Objective

1. Consult with the PSTIU Head HR Shared Services and other PSTIU team members, Communications and Change Management Leads, the MyHR+ Project Implementation Team, the Strategic Human Resources Management Division (SHRMD) of the Ministry of Finance and the Public Service, the Office of the Services Commissions (OSC), HR Leads and relevant Heads in selected (MDAs)/Client entities, EY Consultants PMO and HRSSC Technical Committee on the development of product documents.
2. Conduct research to facilitate general understanding of the Ulrich HR Operating Model.
3. Develop full understanding of the HRSSC Operating Model, the technology that supports the HRSSC (MyHR+, Case Management and Knowledgebase and Call Management systems) its policies, procedures and regulations.
4. Create project plans in consultation with the Head of the HRSSC and other key stakeholders, aligned to the broader Corporate Shared Services project plan
5. Develop detailed work plans which identifies and sequences the activities needed to successfully complete each project
6. Review the project schedule with the Head of the HRSSC and other key stakeholders and revise as required
7. Utilise appropriate project management software to prepare project plans and schedules
8. Provide support in the execution of each project according to the project plan
9. Develop forms and records to document project activities
10. Create and manage a central repository for all project documents for shared access by the Implementation Team
11. Maintain project plan status on shared central project management software
12. Develop and maintain electronic files, a materials library, and version control for all project documents
13. Maintain a RAG tracker and circulate reminders/notifications to stakeholders regarding the status of the activities that are moving to amber or red status.
14. Track and monitor the progress of each project initiative and make adjustments as necessary to ensure the successful completion of each project
15. Maintain project calendar
16. Provide standard and ad hoc progress reports highlighting activity status
17. Ensure clear communication among all groups involved in the successful delivery of each project
18. Evaluate and close each project once completed

Other

1. Execute all administrative tasks for each project
2. Plan and organise meetings as required

3. Perform as primary project contact
4. Conduct research as needed

Nature of the Assignment

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- This is a full-time position, and hours of work and days are generally Monday through Friday, 8:30 a.m. to 5 p.m. Some weekend or evening hours may be necessary.
- The job is located in Kingston. Travel is anticipated to other Government entities within the Kingston Metropolitan Area normally and outside of the Kingston Metropolitan Area on occasion.
- The nature of the contracting arrangement will be lump-sum payments based on scheduled delivery.
- The type of engagement is for an individual consultant.
- The project is financed by the World Bank and the consultancy payments will be made through the Ministry of Finance and the Public Service.

Reporting Relationships

- The Consultant will report to the Executive Director PSTIU
- Reports will be submitted in hard and soft copy to the Head HR Shared Services
- Reports will be approved by the Executive Director PSTIU on the recommendation of the Head of the HR Shared Services PSTIU

Qualifications

- Bachelor's Degree in Management Studies or related field
- Training and certification in project management
- Working with an organisation using the Ulrich HR Operating Model and HR Shared Service Operations will be a distinct advantage
- At least three (3) years' experience in project management

Skills and Competencies

- Organisation and Planning Skills
- Excellent written and verbal English communication skills
- Strong analytical and evaluating skills with the ability to generate reports
- Well-developed Interpersonal Skills
- Team working skills
- Leadership skills
- Problem solving skills
- Well-developed Interpersonal Skills Creativity/Innovation skills
- Proficiency in using the Microsoft Office Suite, especially Visio, Excel, Word, Project and Power Point
- Ability to multi-task and perform well under pressure