



## **MINISTRY OF FINANCE AND PLANNING**

### **TERMS OF REFERENCE**

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**PROGRAMME ASSOCIATE - PROJECT INVESTMENT MANAGEMENT SYSTEM SECRETARIAT**

**STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT  
IBRD LOAN NO.: 8406-JM**

## 1. BACKGROUND

The Government has committed to strengthen Jamaica's public investment management system, as part of a comprehensive public financial management (PFM reform) agenda. This reform has seen the incorporation of public investment management as part of an enhanced fiscal governance framework that seeks to increase fiscal surpluses over time and concurrently reduce the debt to gross domestic product (GDP) ratio so that public resources can be allocated to public investment and other activities that have the potential to contribute to growth in the economy.

Public investment projects are ***“investments that require planning, execution, monitoring and evaluation carried out as an integrated set of activities aimed at meeting a development objective, at a specific cost and within a defined timeframe”*** (Section 48A, FAA Act Amendments 2014). The Financial Administration and Audit Act (FAA Act) (Amended), 2014<sup>1</sup> sets out the elements of the strengthened Public Investment Management System (PIMS) which will seek to create a *common framework for the preparation, appraisal, approval and management of all public investments in Jamaica, irrespective of the source of funding or procurement and implementation modalities*. A key element of the system is the Public Sector Investment Programme (PSIP); a rolling 5 year plan of Cabinet approved public investment projects.

The Objectives of the PIMS are to:

- **Promote growth** and development and encourage capital formation for future investment
- **Maximize efficiency of public investment** “through better selection and management of investment expenditure.”
- **Improve** the quality of social and economic infrastructure in the country.

PIMS is an integrated approach to managing the public investment portfolio and projects, which is:

- **Extensive;** extends across all public entities and sectors
- **Inclusive;** includes all type of public sector expenditures (actuals and contingencies)
- **Complete;** covers all steps and phases that a project has to complete through its productive life, including the interaction with other administrative systems (budget, treasury, procurement, human resources, others).
- **Strategic;** all projects and overall portfolio will be selected and oriented to add value to a larger development purpose

Establishment and implementation of the PIMS is being supported under Component I of the Strategic Public Sector Transformation Project with funding from the World

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<sup>1</sup> Gazette 31<sup>st</sup> day of March 2014, enacted April 1, 2014

Bank. The Project's development objective is to strengthen public resource management and support selected public sector institutions in facilitating a more enabling environment for private sector growth.

## 2. PIMS Ecosystem

Under Section 48A, FAA Act Amendments 2014, **the Public Investment Management Committee (PIMC) and the Public Investment Management Secretariat (PIMSEC)** have both been given central roles in the new PIM system. The PIMC is to be appointed to oversee the PIMS and is to be provided with technical and administrative support by the PIMSEC.

- a. **The PIMC** is the principle authority on PIMS in Jamaica and as such will be a key adviser to the Cabinet regarding those projects which are to be included and those which are not to be include in the PSIP. The main role of the Committee is to review/screen projects which are submitted for consideration for inclusion in the PSIP; review the recommendations of the PIMSEC concerning these projects and take a decision to approve, defer for further work or reject.
- b. **The PIMSEC** directly supports the work of PIMC and as such has a pivotal role in the whole system. It is PIMSEC that is the 'Gatekeeper' of the entire system. Its primary objective is to provide focus, co-ordination and direction to the PIM system and in doing so, improve the quality of the projects that are approved for funding whilst at the same time weeding out unsuitable or unaffordable projects early before they can waste the country's limited resources. Like PIMC, it has no executive powers, only an advisory role; therefore it can only be sustainable if it achieves credibility and respect. This will happen if its decisions, based objectively on policy and supporting data, are in the main accepted by PIMC and, subsequently, the Cabinet.

Whilst all project proposals have to pass through the PIMSEC to stand any chance of approval and funding, the PIMSEC reports to the PIMC with its technical recommendations. The PIMC in turn reports to and makes recommendations to the Cabinet, which legally has executive authority on the PSIP. Under the revised legislation, Projects cannot enter the PSIP without Cabinet approval, and therefore, without being submitted for approval through PIMSEC.

## 3. CORE DUTIES AND RESPONSIBILITIES

The Programme Associate (PA) will provide programme research and administrative support to PIMSEC and be an effective liaison among Ministries and other implementing agencies and external partners.

## 4. SCOPE OF ACTIVITIES

- a. Provide stable logistical support and assist in the day-to-day operations of PIMSEC, including the planning, organisation and scheduling of meetings, training exercises, workshops, launches, field visits and Secretariat meetings;
- b. Oversee the day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken.
- c. Manage incoming documentation and information from internal and external partners;
- d. Prepare and catalogue agenda, minutes and records from all PIMC, PIMSEC, and project related meetings for presentation to Cabinet;
- e. Maintain a database of contacts; develop and maintain an electronic and manual library of resources that will provide for tracking and research of PIMSEC activities. This includes summaries of key resource documents for general information;
- f. Anticipate and meet the administrative supply needs of the Secretariat and undertake cost control measures.
- g. Assist the Executive Director of the PIMSEC in the completion of a comprehensive framework, and identification of partners within the PSIP Ecosystem, which will inform the internal operations of PIMSEC and the management of its relationships with internal and external stakeholders, which outlines role, procedures and processes involved in the implementation of the PSIP;
- h. Follow up, as required, the work of the PIMSEC, also liaise with project counterparts on day-to-day implementation of project activities.
- i. Identify and bring to the attention of the Executive Director relevant resources, including recent research studies, reports and newspaper articles which are relevant to the PSIP
- j. Prepare summaries of key resource documents for use by the ED and Project Analysts in planning and for general information
- k. Perform other duties as determined by the Executive Director.

## 5. COMPETENCIES

- **Professional.**
  - Demonstrated ability to manage processes and maintain accurate records.
  - Ability to work independently and to maintain flexibility in working hours.
- **Good Planning and Organising Skills.**
  - Demonstrated effective organisational skills and ability to handle work in an efficient and timely manner.
  - Demonstrated ability to coordinate tasks to meet deadlines.
- **Team Player**
  - Good interpersonal skills; ability to work in a fast paced environment with sensitivity and respect for diversity.
  - Demonstrated ability to develop and maintain effective work relationships with counterparts.
- **Excellent Communication Skills.**

- Ability to write in a clear and concise manner and to communicate effectively orally.

**6. QUALIFICATIONS AND EXPERIENCE**

The Programme Associate should possess an undergraduate degree in the social sciences, public or business administration or other relevant field. S/He should have over 2 years experience in project/programme administration and project research and have a keen understanding of project investments and the project life cycle.

**7. DURATION**

The assignment is for a period of 12 months (with a possibility of extension), to commence in October 2015.

**8. REPORTING**

The PIMSEC Programme Associate will report to the Executive Director - Public Investment Management System Secretariat.

*Public Investment Management System Secretariat*

*Planning Institute of Jamaica*

*11 August 2015*