

**TERMS OF REFERENCE/ JOB DESCRIPTION**

**Ministry/Entity: Ministry of Finance and Planning**

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<b>JOB TITLE: PROJECT ADMINISTRATIVE OFFICER</b>
<b>JOB GRADE:</b>
<b>POST NUMBER:</b>
<b>DEPARTMENT:</b> Ministry of Finance and Planning Strategic Public Sector Transformation Project
<b>REPORTS TO: PROJECT COORDINATOR</b>
<b>ACCOUNTABLE TO:</b> Project Coordinator , Strategic Public Sector Transformation Project. The Officer shall also liaise directly with the Procurement Specialist on the Project regarding procurement activities
<b>MANAGES:</b> N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

**This document is validated as an accurate and true description of the job as signified below:**

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Manager/Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Head of Department/Division**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date Received in Human Resource Division**

\_\_\_\_\_  
**Date Created/Revised**

## **STRATEGIC OBJECTIVES OF THE PROJECT (IN WHICH THE POSITION IS LOCATED)**

### **Project Objectives**

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.

### **Components**

The program is structured in six components, briefly described in the following paragraphs. A full description of the components is found in the Project Appraisal Document.

#### **Component I. Strengthening the Public Investment Management System (PIMS)**

The objective of this component is for the PSIP to incorporate public investment projects with estimated five-year operating and maintenance costs fully linked to long term development goals and medium-term priority areas.

This component will support the GOJ reform efforts through the following activities: (i) migration of the current web-based database to a robust platform to manage all information about public investment across the project cycle and linked to the budgeting and financial systems of the country (expected to be compiled into IFMIS); (ii) design and implementation of a public investment management training program for public sector; (iii) reviewing legislation and carrying out dissemination activities to integrate the PIMS with the administrative systems (including procurement and human resources); (iv) strengthening monitoring through Citizens Participation; (v) designing a fund for the funding of pre-investment financial and economic analysis and post-investment evaluations of the public investments; and (vi) provision of technical assistance for the implementation of the Public Financial Management Action Plan.

#### **Component II. Strengthening the Budget Preparation Process and Results Based Budgeting (RBB)**

The objective of this component is to link budgeting with government policy priorities through a gradual transition from annual expenditure planning to a medium-term results-based expenditure framework.

#### **Component III. Adaptive Public Sector Approaches to Promote Fiscal Sustainability**

This component will support measures to institutionalize the process of behavioural change to support new policy processes and provide just-in-Time Technical Assistance (TA) to take into account ad hoc needs of the government and to effectively take advantage of opportunities of intervention when they arise, enabling to bridge policy and implementation gaps revealed in the course of project implementation.

#### **Component IV. Strengthening Property Tax Compliance and Administration.**

This component will support the Government in improving the Property Tax compliance and updating the fiscal cadastre..

### **Component V. Fostering Industrial Growth and Trade Facilitation**

The main objective of this thematic area is the development and implementation of an integrated border clearance process through an National Single Window mechanism in which Customs and the participating border agencies will eliminate sequential interventions/inspections and either conduct joint inspections or delegate discrete primary functions to Customs.

### **Component VI. Project Management**

This component will ensure adequate Project management is in place for the implementation of the Project. The activities under this component will include: (i) carry out Project audits; (ii) comply with the financial management and procurement obligations under the Project; (iii) monitor and evaluate Project activities; (iv) provide training, and the acquisition of goods required thereof and finance Operating Costs.

### **Executing Agency and Beneficiary**

The executing agency will be the Ministry of Finance and Planning (MOFP), and it will also be the main beneficiary of many of the activities proposed by this IPF. The Project Implementation Unit (PIU) that will be established within the MOF will be responsible for implementing the project. Institutional arrangements have been designed and an implementation support plan will be in place to ensure that if capacity problems arise, these will be addressed promptly. MOFP will coordinate activities across other beneficiaries of the Project which are mainly executive agencies and divisions spread across Ministries. The project will support activities across selected service delivery ministries, departments, and agencies (MDAs), particularly for components I, II and III with significant coordination efforts that will be contributed by the Public Expenditure Division in MOFP and the Planning Institute of Jamaica (PIOJ). The Tax Administration of Jamaica reporting to MOFP and possibly together with inter-alia but not limited to National Land Agency (NLA) which reports to Ministry of Water, Land, Environment and Climate Change as well as the local governments will be the key actors under component IV in the effort to improve the property tax administration. The two key entities reporting to the MOFP that will be the key actors for the second thematic area on industrial growth and trade facilitation covered by Component V are Jamaica Customs Agency, the Bureau of Standards of Jamaica as well as other border agencies that may eventually also be supported by the project.

### **JOB PURPOSE:**

Under Component 6, the Project Administrative Officer shall assist in the effective implementation and management of administrative activities. This is to ensure the timely delivery of PIU Services to the MOFP and implementing agencies. This administrative officer will support the development and maintenance of an effective administrative and reporting environment that facilitates the achievement of the Project's goals and objectives.

### **KEY OUTPUTS:**

#### **The Officer will be required to deliver:**

1. Maintain the Administrative Systems of the PIU

2. Support the Project Coordinator and Component Coordinators in the administrative management of the PIU
3. Generate monthly administrative reports
4. Provide administrative support to the Steering Committee and Technical Committees overseeing the project
5. Secure and maintain records/files

### **KEY RESPONSIBILITY AREAS:**

#### **Administrative Responsibilities**

- Undertakes administrative duties such as preparing correspondences for internal and external stakeholders; maintain an efficient filing system; prepare monthly and other periodic reports; draft responses to correspondence as directed; prepare letters, memoranda, agendas, facsimiles etc.
- Attends and assists with coordinating meetings for designated activities to be completed under each component
- Assist in administering activities coordinating administratively the deliverables of consultants
- Attends inter-ministry meetings related to issues that affect the implementation of the Project.
- Facilitates stakeholder consultations and meetings
- Coordinate project reports
- Assist in the coordination of Project activities
- Support local consultants undertaking assignments related to the respective Component.
- Monitor contract end dates and assist in the resolution of any implementation bottlenecks for component related contracts.
- Monitor office supplies and replenish stocks as required.

#### **Other Responsibilities**

Performs other related functions assigned from time to time by the Project Coordinator

### **AUTHORITY OF THE POSITION (EXAMPLES OF DECISIONS TAKEN AND DECISIONS REFERRED TO SUPERVISOR):**

Not applicable

**RESOURCES/BUDGET/ASSETS FOR WHICH THE POSITION IS RESPONSIBLE:**

NA.

**PERFORMANCE STANDARDS:**

1. A high level of professionalism, integrity, diplomacy and initiative is consistently demonstrated
2. Key deliverables are produced within agreed timeframes to required standards.
3. Evaluation Reports, Correspondences and Progress reports are prepared and submitted in the required format and timeframe.
4. Steering Committee Minutes are prepared within the standard and the guidelines of the IBRD and GOJ.

**INTERNAL AND EXTERNAL CONTACTS (SPECIFY PURPOSE OF SIGNIFICANT CONTACTS):**

**Within the MOFP**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
All Divisions	Collaborate on procurement issues
Finance Unit	Collaborate on payment to suppliers

**Contacts external to the organisation required for the achievement of the position objectives**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Suppliers	Resolve queries
International Development Partners	Organise meetings/mission visits, Seek approvals
Implementation Agencies	Monitor and Update them on work plan activities

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

Typical working environment, no adverse working conditions.

**REQUIRED COMPETENCIES (CORE AND TECHNICAL TO BE SPECIFIED):**

The successful candidate will have:

- Proficiency in Microsoft Applications including EXCEL and WORD
- Excellent ability to communicate clearly, accurately and concisely, both verbally and in writing
- Strong attention to detail and thoroughness in work product
- Ability to multitask
- Ability to work in a team and independently with minimal supervision
- Fast learning, resourceful, and excellent computer skills.
- Ability to work with tight deadlines and deliver exceptional results.
- Knowledge of the GOJ and IBRD procurement rules will be an asset

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

First Degree in the Social Sciences with a major in Government or Business Administration.  
At least two (2) years working experience in general administration  
Procurement experience would be an asset

**SPECIFY LICENSING OR CERTIFICATION NECESSARY FOR THE JOB**

No specific licensing or certification is necessary.