



Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of: -

PROJECT MANAGER, SURVEILLANCE AND SECURITY SYSTEMS (GMG/SEG 4) – VACANT

SALARY SCALE: \$3,154,073.00 – \$3,749,202.00

**TRAVELLING ALLOWANCE: \$1,697,148.00 per annum with motor vehicle;
\$678,864.00 per annum without motor vehicle:**

JOB PURPOSE:

The incumbent is responsible for managing the design and implementation of modernized surveillance and security solutions within the national security architecture. These solutions are aimed at strengthening processes, infrastructure and capabilities of identified Departments and Agencies to enable the Ministry to better respond to the safety and security needs of the citizenry.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Provides technical support in agreeing projects to be implemented, consistent with the strategic goals and vision of the Ministry's national security architecture;
- Prepares project scope and objectives for assigned projects in collaboration with critical stakeholders within the Ministry, its Departments and Agencies;
- Creates detailed Work Plan identifying and sequencing activities and deliverables required to successfully complete projects;
- Initiates and conceptualizes new projects and collaborates with critical stakeholders to facilitate the development of a policy framework for specific initiatives in order to ensure its legitimacy;
- Determines and prepares detailed budget and resource required to complete projects;
- Makes submission to the relevant Government of Jamaica's entities seeking requisite approvals for project implementation (e.g., Ministry of Finance and the Public Service, Office of the Cabinet);
- Conducts project orientation with critical stakeholders to ensure project expectations are communicated and understood;
- Develops and manages strategies and programmes for the implementation of identified communication and information technology projects;
- Institutionalizes technology to manage organizational systems and process changes within the national security infrastructure;
- Prepares and submits reports, briefs, position papers on projects being implemented;
- Leads and coordinates stakeholder consultations and submits reports;
- Prepares and submits activity progress reports with recommendations as necessary;
- Conducts assessments and makes recommendation on appropriate options to strengthen technical capabilities;
- Manages the maintenance of requisite records and ensures they are kept confidential;
- Manages project contracts according to the established policies and practices and ensures project deliverables are achieved;
- Monitors the progress of projects and makes adjustments as necessary to ensure successful completion;
- Establishes communication schedules to update stakeholders including appropriate staff in the organization on the progress of projects;
- Reviews the quality of the work completed by project teams and ensures meets project standards are met;
- Participates in an effective team within the Division to achieve its objectives and targets;
- Liaises with Government ministries and agencies to ensure all aspects of interventions for strategic projects are coordinated;
- Contributes and supports the public relations and communication strategies of the Ministry, its Departments and Agencies;
- Recommends procurement options available, financing options and opportunities that may emerge for the generation of revenues and/or containment of costs;

- Monitors and submits budgeted project expenditures for approval;
- Monitors cash flow projections and report actual cash flow and variance to senior management on a regular basis (monthly/bimonthly);
- Ensures financial records for the project are up to date;
- Prepares financial reports and supporting documentation for funders as outlined in funding agreements.
- Monitors project deliverables ensuring they are delivered on time, within budget and meet the agreed quality standards;
- Evaluates the outcomes of the project as established during the planning phase;
- Develops and institutionalizes mechanisms to evaluate, measure and determine project deliverables and completion;
- Reviews and updates project schedules as required;
- Oversees and provides technical assistance in the implementation of projects;
- Participates in the performance review process of the Division to ensure its agreed performance targets are met;
- Prepares and submits activity/performance and other reports as requested.
- Ensures that firms and individuals contracted to undertake selected projects meet their obligations;
- Participates in developing and agreeing parameters and procedures for the implementation of communications and information technology strategies and initiatives;
- Ensures that appropriate communication and knowledge management systems are implemented within the Division and with other internal or external agencies and departments to facilitate the sharing of relevant information in an accurate and timely manner;
- Participate in the development and implementation of the Division's corporate and operational plans;
- Collaborates with the Head of Major Technology Transformation Branch in the preparation of the Division's Annual budget and also ensures that funds are used in an efficient, effective and economical manner in accordance with the relevant legislation.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- BSc. in Information and Communication Technology, Computer Science or related field from a recognized institution;
- Certificate in Project Management (required);
- At least three (3) to five (5) years project management experience;
- Training/certification in Procurement (would be an asset);
- Knowledge of Government of Jamaica procedures and guidelines;
- Experience with preparation of Cabinet submissions (would be an asset);
- Demonstrated experience in managing significant transformational initiatives and negotiating contracts for goods and services;
- Proven track record in managing and implementing projects including communication and information technology solutions.

SPECIALIZED TRAINING:

- Project Management
- Procurement Management
- Budget Preparation
- Strategic Management
- Risk Management

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to work extended hours and on weekends;
- May be required to travel locally and overseas;
- Monitoring and meeting critical project timelines.

Interested persons should forward their applications and resume **NO LATER THAN Friday, April 22, 2022** to the: -

Director, Human Resource Management and Administration
Human Resource Management and Administration Branch
Ministry of National Security
4th Floor North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: Project Manager, Surveillance & Security Systems (GMG/SEG 4)

Please note that we thank all for responding but only shortlisted applicants will be contacted.