



Ministry of National Security

CAREER OPPORTUNITY

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

PROJECT ANALYST, TECHNOLOGY PROJECT AND PROGRAMMES (GMG/SEG 2) – VACANT

MAJOR TECHNOLOGY TRANSFORMATION BRANCH

SALARY SCALE: \$3,332,803.00 - \$4,482,249.00

JOB PURPOSE:

The incumbent is responsible for providing technical project support to work streams through the development and implementation of systems geared at monitoring project deliverables and evaluating project outcomes being implemented by the Branch.

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

KEY RESPONSIBILITIES:

- Prepares presentation materials for management reports;
- Ensures programme expenses are charged correctly and allocated funds are spent as specified;
- Reports any variances or discrepancies identified and provides possible reasons;
- Evaluates and monitors the performance and efficiency of project implementation based on schedule and deliverables;
- Coordinates the preparation of internal and external reports by gathering, analyzing and summarizing data and information from relevant departments;
- Assists in the preparation of three-year rolling budget and the annual capital expenditure budget;
- Prepares draft budgets for new projects
- Supports Project Managers in planning and monitoring major projects from concepts through implementation;
- Recommends best practice guidelines for project terms of references, management executions and stakeholder involvement;
- Reviews assigned projects and explores potential donor sources based on donor requirements, targets and goal;
- Monitors project schedules and deliverables ensuring targets are being met;
- Plans, manages and monitors minor projects from concepts through implementation;
- Reviews and monitors project revenue and expense reports ensuring accuracy and completeness;
- Develops, designs and recommends reporting standards for the Branch;
- Develops online management reporting mechanisms indicating key performance parameters;
- Assists with the preparation of reports covering budget status, forecast reports and other management reports;
- Assists in analyzing project activities, experiences and outcomes to inform future initiatives;
- Creates and maintains a database of all project assets, reports, summaries and other relevant information.
- Participates in the development of the Branch's Quarterly and Annual Performance Reports;

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor of Science Degree in Social Sciences, Project Management or related field
- Five (5) years' experience with at least two (2) years in project management or analysis
- Certificate in Project Management

SPECIFIC KNOWLEDGE SKILLS AND ABILITIES

- Sound analytical and strategic thinking;
- Strong customer orientation skills;
- Strong computing skills (Microsoft Suite);
- Good knowledge of Administrative Law
- Excellent planning, organizing and negotiating skills
- Ability to identify and evaluate alternative business solutions and strategies;
- Knowledge of the Public Sector principles and practices, policies, rules and regulations;
- Ability to design, write and effectively communicate the requirements of complex processes to those involved in their execution;
- Ability to manage large, multiple and complex projects involving partnership with the private sector;
- Ability to establish and maintain effective working relationships with the stakeholders
- Ability to prepare comprehensive reports to the Permanent Secretary as well as external bodies;
- Knowledge of data collection and ability to use data for programme planning and evaluation;
- Excellent judgment, decision making and problem solving skills;

SPECIALIZED TRAINING:

- Project Management
- Budget Preparation
- Risk Management

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- May be required to travel island wide to conduct site visits

Interested persons should forward their applications and resume **NO LATER THAN Friday, January 27, 2023** to the:

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Director, Human Resource Management and Administration (Acting)
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 Analyst, Technology Project and Programmes

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