# JOB DESCRIPTION AND SPECIFICATION

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|---|---|
| **JOB TITLE** | **Special Projects Manager** |
| **JOB GRADE** | Level 10 |
| **POST NUMBER** | |
| **DIVISION** | Policy, Planning & Evaluation |
| **REPORTS TO** | Director, Policy, Planning & Evaluation |
| **DIRECT REPORTS** | N/A |
| **SALARY** | $6,649,966 - $8,943,465 scale per the 2026/2028 revision of salaries |

*This document serves as a management tool and will be used specifically for 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

## STRATEGIC OBJECTIVE OF THE DIVISION

To contribute to the well-being of Jamaica's children by providing strategic planning, policy articulation, innovative research, monitoring and evaluation services, while ensuring compliance with the regulatory framework.

## JOB PURPOSE

Under the general direction of the Director, Policy, Planning & Evaluation, the Special Projects Manager is responsible for the overall development, coordination and implementation of feasible projects and programmes to improve the welfare of children in Jamaica. The incumbent provides effective leadership and collaborates with relevant parties and institutions in the identification, development and implementation of projects, and monitors project performance to increase the probability of successful completion in accordance with the requirements of the Financial Administration and Audit (FAA) Act and of funding agencies.

## KEY OUTPUTS

- Projects identified and developed
- Projects implemented successfully
- Project reports submitted
- Pre-feasibility analyses conducted and reports prepared for approval to proceed to feasibility study
- Project profiles prepared and technical and financial assistance negotiated with funding agencies
- Approved projects incorporated into the Agency's Corporate Strategic Plan and annual budget
- Standard operating procedures for projects developed and communicated
- Project tracking mechanism, incorporating an early warning system, established and maintained
- Periodic project status reports prepared and submitted within established timelines
- Post-implementation evaluation reports completed and submitted

## JOB RESPONSIBILITIES

### *Managerial*

- Participate in the development and implementation of the Agency's strategic management process.
- Develop and implement the Individual Work Plan.
- Provide leadership and collaborate with technical and administrative officers and welfare organisations to identify project ideas with development potential which are consistent with the strategic objectives of the Agency.
- Provide support to the Director, Policy, Planning & Evaluation (PP&E) in negotiating with regional and international agencies for technical and financial assistance for projects being undertaken by the Agency.
- Assume overall responsibility for coordinating tender invitation, evaluation and selection processes for approved projects, as necessary.
- Prepare and submit progress reports to the Director, PP&E.
- Participate in budget forecasting exercises to ensure that projects are included in the Agency's budget.
- Represent the Agency at meetings, seminars, workshops, conferences and any other functions, as directed.

### *Technical*

- Plan and execute project initiatives of the Agency as guided by standard project management principles.
- Develop and monitor projects to improve the welfare of children in Jamaica, with emphasis on those served by the child protection sector.
- Conduct pre-feasibility analyses of project ideas to determine which proposals have development potential and are worth pursuing, and prepare reports for approval to carry out feasibility studies.
- Collaborate with project teams in preparing project profiles and participate in negotiating with funding agencies for the conduct of feasibility studies and project development.
- Conduct research and prepare submissions, briefs and issue papers on proposed projects for submission to decision-makers.
- Liaise with the Corporate Planner to ensure that all approved projects are incorporated in the Agency's Corporate Strategic Plan.
- Monitor the implementation of projects to ensure that work is carried out in accordance with the terms of reference and the implementation plan.
- Monitor project performance to ensure that the requirements of the Financial Administration and Audit (FAA) Act and of funding agencies are adhered to.
- Collaborate with the Director, Financial Management and Accounting Services (FMAS) to ensure the maintenance of project accounting records and the timely preparation of financial statements in accordance with the requirements of the FAA Act.
- Develop and communicate the appropriate standard operating procedures for projects and collaborate with operational units in transitioning projects into programmes.

- Develop a mechanism for tracking implementation activities, incorporating an early warning system for delays and deviations that may arise; take or recommend corrective action; and provide periodic project status reports in accordance with predetermined timelines and reporting standards.
- Consolidate data received on project performance from implementing agencies and prepare reports for sharing with stakeholders, as required.
- Conduct post-implementation evaluation of projects to determine whether objectives have been achieved in a cost-effective manner, and prepare and submit evaluation reports.

### *Other Responsibilities*

- Maintain confidentiality and trusting relationships in accordance with the mandate of the Agency.
- Perform any other related duties as may be assigned from time to time.

## PERFORMANCE STANDARDS

- Approved projects are produced within projected timelines and to the required standards.
- Project status reports are compiled and submitted to the relevant agencies on a timely basis.
- Project ideas and concepts directed at improving the well-being of Jamaica's children are developed.
- The Director, PP&E is informed promptly of problems that may arise during implementation, so that corrective action may be taken.
- Deadlines are consistently met.
- Objectives are consistently achieved.
- Confidentiality, integrity and professionalism are maintained in the execution of duties and in personal conduct.
- Mutual respect is displayed in the working environment at all times.

## JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)

- Recommend projects to be undertaken by the Agency and affiliated child welfare organisations.
- Participate in negotiating for project financing.
- Liaise directly with divisional heads, managers, funding agencies and external stakeholders in the conduct of project activities.
- Recommend corrective action where project implementation deviates from the approved implementation plan.

## QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in the Social Sciences or a related discipline.
- Professional certification in Project Management from a reputable institution.
- A minimum of five (5) years' related experience in programme development or strategic planning and research, three (3) of which at the management level.

*Or any equivalent combination of education and experience.*

## REQUIRED COMPETENCIES

| Behavioural | Level | Technical | Level |
|---|---|---|---|
| Oral Communication | | Knowledge of the Child Care and Protection Act, Children (Adoption of) Act and other relevant child welfare legislation | |
| Written Communication | | Knowledge of the Executive Agencies Act | |
| Interpersonal Skills | | Knowledge of national and international conventions and policies relating to children | |

| Behavioural | Level | Technical | Level |
|---|---|---|---|
| Leadership | 5 | Knowledge of issues affecting children locally and internationally | 4 |
| Analytical Thinking | 5 | Project design, initiation, management, monitoring and evaluation | 5 |
| Problem Solving and Decision Making | 5 | Research methodology | 4 |
| Negotiation and Consultation | 5 | Interpretation of statistical data and establishment of trends | 4 |
| Teamwork and Cooperation | 5 | Use of Information and Communication Technology (ICT) | 4 |
| Planning and Organising | 5 | Knowledge of the FAA Act and Financial Instructions to Executive Agencies | 4 |
| Goal/Results Orientation | 5 | Knowledge of GOJ Procurement Guidelines, Regulations and the Public Procurement Act, 2015 | 4 |
| Integrity and Confidentiality | 5 | Budget preparation and financial analysis | 4 |
| Initiative | 5 | Report writing and evaluative skills | 5 |
| Time Management | 5 | Monitoring and Evaluation | 5 |
| Adaptability | 5 | Knowledge of the Child Care and Protection Act | 4 |

## WORK RELATIONSHIPS

| Internal | External |
|---|---|
| • Chief Executive Officer<br>• Divisional and Regional Directors<br>• Corporate Planner<br>• Unit Managers, Supervisors and Team Leaders<br>• Facility Managers<br>• Child Care Facilities / LIFE<br>• All Staff Members | • Ministry of Education, Skills, Youth & Information<br>• Ministries, Departments and Agencies (MDAs)<br>• NGOs, local and international<br>• IGOs, regional and international<br>• STATIN and the Planning Institute of Jamaica (PIOJ)<br>• Child Care Facilities (private)<br>• Child Welfare Agencies abroad<br>• Funding Agencies |

## SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Will be required to travel across the island to monitor project implementation at Residential Child Care Facilities (RCCFs), regional offices and other project sites.
- Extended hours may be required to meet project milestones and reporting timelines.
- Will be required to work under pressure and must be able to function effectively with minimum supervision.
- May be required to travel overseas on work-related business from time to time.
- Required to maintain the highest standards of confidentiality in the handling of information relating to children and their families.