

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: Project Manager (Job Evaluation Project)

JOB SUMMARY:

This job requires the incumbent to manage the work of professional and technical staff involved in the implementation of a Job Evaluation Exercise. Duties involve providing guidance to project staff; monitoring and reporting on project execution and progress and reviewing project deliverables. Duties also include identifying and escalating project issues and recommending appropriate actions, and collaborating with Consultants to ensure achievement of project objectives.

REPORTS TO:

Programme Manager

**SUPERVISION
GIVEN TO:**

Team Leader - Directly
Job Analysts and support staff - indirectly

DUTIES AND RESPONSIBILITIES:

Manages the work of professional and technical staff engaged in the implementation of the project.

Monitors and reports on the execution and progress of project activities to ensure delivery within scheduled timeframes and budgetary confinements and compliance to quality specifications.

Identifies and escalates project issues to the Programme Manager and recommends appropriate action where necessary.

Collaborates with IBM World Trade Corporation and Vendor Consultants on a continuous basis to ensure achievement of project objectives and adherence with contractual obligations.

Reviews project deliverables to determine levels of achievement, efficiency and effectiveness.

Convenes regular project management meetings with Team Leaders engaged in job analysis and collection of compensation data.

Serves on committees and reports on the progress of project activities, as required.

Makes presentations to staff of Ministries/Departments/Agencies and Associations, as required.

Generates and delivers progress reports and proposals and prepares documents such as briefs and Cabinet Notes.

Monitors the disbursement and expenditure of funds in the execution of project activities to ensure adherence with budgetary guidelines and established financial procedures, regulations and instructions.

Assists in the implementation of change management/communication initiatives and in the integration of same into the overall project plan.

Conducts quality control checks to ensure that job documents, job descriptions and templates are in accordance with established standards.

Develops and executes a project close out plan which include:

- monitoring of close out activities;
- analysis of project objectives achieved;
- archiving of the project's database/records; and
- Preparation of a Post Implementation Evaluation Report.

Performs other related duties as may be required.

KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<p>Considerable knowledge of the concepts and principles of Human Resource Management including job analysis and job evaluation.</p> <p>Considerable knowledge of the concepts, principles and techniques of project planning, management and evaluation.</p> <p>Considerable knowledge of the processes involved in Project Cycle Management – Project Preparation, Design and Implementation.</p> <p>Knowledge of project budgeting and financing and Government’s Financial Regulations and Instructions.</p> <p>Knowledge of the Public Service structure and systems.</p> <p>Knowledge of Public Administration.</p> <p>Knowledge of change management principles and methodologies.</p> <p>Knowledge of relevant computer applications.</p>
SKILLS AND ABILITIES:	<p>Sound skills in Project Management.</p> <p>Sound leadership and managerial skills.</p> <p>Sound oral and written communication skills.</p> <p>Sound human relations and interpersonal skills.</p> <p>Sound organizational skills.</p> <p>Intermediate team building skills.</p> <p>Intermediate skill in client relationship management.</p>

SKILLS AND ABILITIES (Cont'd):

Ability to plan, organize and effectively coordinate project activities within given timeframes and budgets.

Ability to implement effective reporting and project management systems.

Ability to promote effective teamwork.

Ability to manage, coordinate and provide leadership to a cadre of professional and technical staff involved in the implementation of job evaluation exercises.

Ability to analyse issues, make informed judgements, solve problems and provide advice on issues pertaining to the implementation of the job evaluation exercise.

Ability to develop and maintain collaborative working relationships with colleagues, relevant stakeholders and agencies.

Ability to track and report on the completion of project deliverables.

Ability to express ideas clearly and concisely both orally and in writing, and to prepare comprehensive reports.

MINIMUM EXPERIENCE AND TRAINING:

A minimum of five (5) years experience in managing projects; and training as evidenced by possession of a Bachelor's Degree in Human Resource Management/ Management Studies or one of the Social Sciences with courses in human resource management from a recognized institution, supplemented by training/certification in project management; or any equivalent combination of experience and training.