

POSITION:	PROJECT OFFICER
PROEJCT NAME:	ATTENDANCE PROJECT
LOCATION:	MONTEGO BAY REGIONAL OFFICE (REGION 4)
POSITION STATUS:	FIXED TERM CONTRACT
OPRATIONAL REPORT: REGION 4,	SENIOR EDUCATION OFFIC  PROJECT MANAGEMENT

## Background

The United Nations Children’s Fund (UNICEF) and its partners in Jamaica are working at multiple levels of the education system to improve educational access and quality using the Child Friendly Schools’ framework. While working at the national level to improve policies and systems, UNICEF/Government of Jamaica (GOJ) Programme of Cooperation for 2012-2016 includes targeted community interventions to improve outcomes related to education, health, child protection and adolescent empowerment in two rural parishes (Westmoreland and Hanover) in western Jamaica.

Initial work with out-of-school youth will involve partnerships to improve literacy and vocational skills. One such partnership has been established with Children of Faith, an NGO operating out of Montego Bay. Children of Faith will be providing support to families of chronic absentees in the Chester Castle Community, Hanover.

## Primary Objective

This position contributes to the implementation of activities under the Quality Education Project which is managed through the Project Management Unit (PMU) and implemented through the Regions 4 office of the Ministry of Education.

The Attendance sub-project is aimed at improving attendance in 24 schools in Region 4. The role of Project Officer was created to provide monitoring and administrative support to the 24 schools that were selected to receive support under the sub-project.

The role will also involve collaborating with others on the design, development and implementation of income generating activities, breakfast and transport programmes in schools aimed at enhancing attendance.

- ✚ Contribute in a collaborative team to include school administration, Regional Officers and MoE PMU, to the delivery of Attendance sub-project outcomes including administration, research, project design, implementation, monitoring and reporting.

## **KEY TASKS AND ACCOUNTABILITIES**

- Responsible for the development and implementation of school based initiatives in 24 schools in Region 4 aimed at improving attendance.
- Liaise with the Social Development Commission (SDC) on a quarterly basis in regard to their implementation of support to neighbouring communities through CHOICE, a related UNICEF funded project
- Consult and liaise with stakeholders at the school, regional and within the MoE to ensure successful project outcomes.
- Undertake monitoring, data gathering, analysis and preparation of reports in relation to the sub-project.
- Ensure integrity of data demonstrated through maintaining records for each school.
- Ensure that outcomes, deadlines and reporting timelines are met within the scope of the position.
- Visit schools on an on-going basis to monitor the implementation of activities, use of funds received and change in attendance statistics.
- Liaise with Children of Faith and other implementing agencies to oversee implementation of the programme with out of school youth and ensure effective implementation.
- Attend meetings at Regional and National levels as required.
- Any other duties assigned by the Director, Project Management.

## **Deliverables**

- Monthly monitoring reports to the PMU (financial and narrative) on the status of project activities, outlining results achieved, challenges and lessons learned.
- Timely submission of liquidation documents for each implementing entity.
  
- Quarterly project reports to the PMU and UNICEF highlighting achievements, challenges, bottlenecks, to implementation.
- Final project report including recommendations for scaling up within the region and then nationally.

## **Competencies**

- Capacity to work in a multi-sector team, including coordinating technical input into proposals
- Ability to work rapidly with project members in various locations and remotely in writing and where necessary revising the proposals.
- Good programme design skills, including capacity to prepare logical, coherent and consistent documents including logical frameworks and budgets.
- Good observation and writing skills.

## **Qualifications**

- Master's Degree in Social Sciences, Project Management or related field
- At least two (2) years' experience in Project Management

**Or**

- Bachelors in the above disciplines with five (5) years' experience
- Access to own transportation is required
- Knowledge of the school system, with experience in that region, would also be an asset.

**Terms and Remuneration**

The Project Officer will be hired on a contractual basis for an eighteen (18) month period. Compensation for the position will be:

***Basic Salary*** ***J\$1,890,046 to J\$2,362,560 per annum***

***Full upkeep allowance*** ***J\$514,500 (with a motor vehicle) per annum***  
***J\$208,380 (without a motor vehicle) per annum***

Interested persons are invited to submit an application with résumé no later than **Friday, May 22, 2015** to the address presented below.

**Director – Human Resource Management**

**Ministry of Education**

**2- 4 National Heroes Circle,**

**Kingston 4**

**OR**

**Email: [jobapplications@moey.gov.jm](mailto:jobapplications@moey.gov.jm)**

**Subject: “Project Officer –Region 4”**

We thank all applicants for expressing an interest; however, only short listed candidates will be contacted.