



**MINISTRY OF EDUCATION & YOUTH**  
**CAREER OPPORTUNITY**

Applications are invited from suitably qualified persons in the Ministry of Education and Youth to fill the following contract position:

***Project Lead, Education Transformation Programme***

**Job Purpose:**

Under the general direction of the Ministry of Education and Youth (MOEY) and the Chief Education Transformation Officer (CETO), the incumbent is expected to manage and coordinate the project activities within the Ministry of Education & Youth ensuring compliance with the recommendations arising from the Jamaica Education Transformation Commission report. The incumbent will also collaborate with the CETO and senior staff at the MOEY to ascertain the priorities from the Oversight Committee and ensure the project plans and implementation schedules are in accordance with the goals and objectives. The incumbent will also be required to report on the day-to-day execution of the implementation plan.

**Key Responsibility Areas:**

**Professional/Technical Responsibilities**

- Coordinates in collaboration with the CTO, the project team, and other officers at the Ministry of Education and Youth, all activities contained in the agreed project plan.
- Acts as project manager for the action items/schedules to be undertaken by the Ministry of Education and Youth.
- Monitors, in collaboration with relevant technocrats at the MOEY, the resource utilization and other expenses to be accrued by each activity or initiative under the plan.
- Monitors the implementation time being taken for the completion of each activity, keeping track of agreed timelines and targets to be met, according to the agreed plan.
- Maintains and manages key programme documentation (including records of activities, resource uses, project requirements, expenditures, risks etc.).
- Identifies potential risks and provides technical advice in managing threats to project execution through adequate risk management planning.

- Drafts project reports, as necessary, for submission to the Education Transformation Oversight Committee (ETOC) and the Cabinet.
- Develops monitoring and evaluation tools for project activities to ensure that desired results and quality are achieved, keeping the CETO informed of all findings and developments.

### **Management Responsibilities**

- Provides leadership, direction, and guidance to ensure the successful implementation of the action plan.
- Identifies, assesses, and informs the CETO, of internal and external issues that may affect the implementation of the plan.
- Fosters effective teamwork between the implementation team and the other areas of the Ministry.
- Monitors and evaluate progress in meeting set targets, including changes or relevant developments taking place throughout the course of the project.
- Prepares Performance Reviews of the implementation plan.
- Prepares risk mitigation plans for implementation of projects.
- Prepares weekly/monthly project reports as scheduled.

### **Required Skills/Competencies:**

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent creative thinking and solution building abilities.
- Excellent strategic thinking and operational planning capabilities.
- Analysis and synthesis skills.
- Excellent knowledge of project management principles.
- Ability to cope well under pressure and to meet deadlines.
- Excellent analytical and judgment skills.
- Excellent planning and organizing skills.
- Excellent strategic leadership and management skills.
- Sound analytical and strategic thinking.
- Excellent negotiating and problem-solving skills.
- Ability to identify and evaluate alternative solutions and strategies.
- Ability to manage resources effectively.
- Strong customer orientation skills.
- Strong communication skills.
- In-depth knowledge of and experience in the use of Microsoft Office Suite, including Microsoft Projects or other project management software.
- Administrative and organizational abilities, including an eye for detail.
- Numerically literate.
- Ability to work autonomously and in teams, and in a multi-cultural work environment.
- Demonstrate drive and initiative, a self-starter with a can-do attitude.

## Minimum Required Education and Experience

- A Master's degree in Public Administration, Government, Educational Leadership, or a related field from a recognized university.
- Certification in a recognized Project Management methodology.
- At least five (5) years' project management experience; with a specific focus on public education projects would be an asset.
- Proven track record of managing and working effectively within multi-disciplinary teams.
- Evidence of having delivered or contributed to the delivery of high-quality projects (experience contributing to education-related projects would be an asset).
- Exposure or experience in academic administration/education transformation.

## Specific Conditions associated with the job

- Normal office working conditions.
- The nature of the job may require local and overseas travel.

Interested persons are invited to submit an application with résumés no later than **Friday, August 26, 2022** to the address presented below.

**Director – Human Resource Management  
Ministry of Education & Youth  
2- 4 National Heroes Circle,  
Kingston 4  
OR**

**Email: [edtransformation@moey.gov.jm](mailto:edtransformation@moey.gov.jm)**  
**Subject: “Project Lead, Education Transformation Programme”**

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