



We invite all suitably qualified candidates to apply for the post of **Manager, Project Implementation (GMG/SEG 3)**

Salary Range: \$5,198,035 - \$6,990,779 per annum.

Job Purpose

To provide Project Management advisory services and support the successful implementation of the Authority's Projects and Strategic Initiatives.

Strategic Focus

- To support the institutionalisation of a best-practice Project Management Methodology at JSEZA
- To support the successful implementation of the Authority's projects
- Develop the Project Management bench-strength of the organisation
- To provide support in advising, monitoring and maintaining best practices used to contribute to the effectiveness of the quality management system

Qualifications & Experience

- Undergraduate degree or equivalent qualification in Management, Industrial Engineering or a related discipline
- Sound experience in Project Management.
- A minimum of seven (7) years of experience in the projects and programmes
- Certification in Project Management would be an asset

Specific Knowledge & Skills

- PMBOK
- Experienced in the use of various project management methodologies including "Waterfall", "Agile" etc and the ability to determine the situational relevance of each
- Strong facilitation skills and training in a group facilitation methodology
- Business process improvement methodology coupled with hands-on implementation experience
- Ability to work and communicate with all levels
- Ability to use Microsoft Office Suite including Visio, Word, Excel, PowerPoint, and skilled in the use of Microsoft Project

Job duties and Responsibilities

To support the institutionalization of a best-practice Project Management Methodology at JSEZA

- Develop and maintain a JSEZA Project Management Methodology
- Ensure that all relevant staff are provided with an orientation to the methodology
- Serve as the Project Management SME for the organisation
- Work with the Website and SharePoint Administrators to ensure that the PM methodology is part of the JSEZA knowledge base and is available on-demand to all staff
- Collaborate with the Project Quality Assurance Team to institutionalise the methodology

To support the successful implementation of the Authority's projects

- Ensure that projects have an agreed scope and that proposed scope changes are formally approved
- Ensure that there is an approved baseline schedule for each project with a work and cost breakdown structure, agreed timelines for activities, milestones, and project completion.
- Ensure that inter-project and intra-project dependencies are identified and can be managed
- Ensure that there is a Risk Register for each project
- Create information flows from Project Owners so that the progress of project execution can be monitored
- Provide an effective Project Management Office to support the logistics of large complex projects
Identifies Issues
- Work with the Business Intelligence SME to create a Project Management Operational Data Store (ODS) to facilitate on-demand project progress reporting
- Ensure that Project Completion reports are prepared and collaborate with the Project Accountant to ensure that project budgets are closed on project completion
- Serve as the focal point for the preparation of Post Investment Reviews (PIRs) that assesses the extent to which stated project objectives are met and evaluate the relevance and impact and sustainability of completed projects.

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Develop the Project Management bench-strength of the organisation

- Provide Project Management training to JSEZA staff
- Effectively manage the performance of direct reports
- Identify competency and skill gaps of direct reports and work with the Head of Department (HOD) and HR to fill those gaps.

- Establishing and maintaining an effective documentation system

Demonstrate Leadership and Commitment to the Quality Management Systems Policy

- Committing to continual improvement and updating of the Quality Management Systems Policy
- Communicates the Quality Management Systems Policy and ensuring it is maintained as documented information, understood, and applied within the Authority, whilst enabling its availability to relevant interested parties, as deemed appropriate.
- Ensuring the promotion of customer focus throughout the organization aligned with the Authority's Quality Management Systems Policy.

Applications accompanied by résumés should be submitted **no later than Wednesday, 4 December 2024 to:**

**Director, Human Resource Management & Development
Special Economic Zone Authority
13 Waterloo Road
Kingston 10**

Email: hrunit@jseza.com

Please note that only shortlisted applicants will be contacted.