

Accountant General's Department



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Job Description & Specification

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2025



*Improving non-stop*

Director,  
Project  
Management  
& Coordination  
(GMG/SEG 4)

21 Dominica Drive, Kingston, Jamaica

## JOB DESCRIPTION & SPECIFICATION

**Job Title:** Director, Project Management & Coordination

**Post Number:**

**Grade:** GMG/SEG 4

**Division:** Corporate Services

**Reports to:** Senior Director – Corporate Services

**Direct Reports:** Project Officer (1)

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This Job Description has been approved by the Accountant General and will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent. It is validated as an accurate and true description of the job as signified below:

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Accountant General

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Date

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Date received in Human Resource Unit

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Date created/revised

## **1. STRATEGIC OBJECTIVES**

The Corporate Services Division is responsible for providing essential services to the other divisions to support the successful execution of the core Treasury functions of the Department. This Division has responsibility for human resource policies, procedures, and advice to guide management and staff; and to facilitate organizational development which includes the review and re-design of business processes. It is also responsible for capacity building including the hiring of staff and the facilitation of staff training and development for best fit, competence and high performance. The Division is also responsible for effective employee and industrial relations, a comfortable work place and facilities, and occupational health and safety. It facilitates the establishment of an accountability framework for the Department to include organizational risk analysis, strategic planning, and performance management; and provides customers and stakeholders with high quality information and service. The Division manages the finances of the Department, which includes procurement management.

This Division operates on the authority of the Financial Administration and Audit Act, the Public Service Regulations 1961, the Public Sector Staff Orders 2004, the Official Secrets Act, the Access to Information Act, the Corruption Prevention Act, and various other enactments.

## **2. JOB PURPOSE**

Reporting to the Senior Director, Corporate Services, the Director, Project Management and Coordination (GMG/SEG 4) is responsible for establishing and leading the Programme and Project Management Office. The Director strategizes, implements, monitors, evaluates and reports on the organization's portfolio of projects and ensures deliverables are within scope, time, cost and quality.

## **3. KEY OUTPUTS**

- Strategic direction and advice to the Accountant General, Executive and staff on all project management matter.
- Project progress reports developed and reviewed
- Project monitoring and evaluation framework and plans developed
- Implementation Plans development, monitored and evaluated
- Project Proposal, Plans, Business Cases and Project Concept papers reviewed
- Special programmes and initiatives (survey, studies etc.) developed and reviewed
- Management system of existing and proposed projects developed
- Project budget and cashflow developed and monitored
- Project reporting mechanism established
- Research and consultations conducted.
- Reports and presentations developed

- Individual Work Plan prepared
- Annual Unit Operational Plan and Budget
- Annual, Quarterly, Bi-Annual and monthly reports
- Work plans developed and evaluated.

#### 4. KEY RESPONSIBILITIES

##### *Technical*

- Reviews and maintains Project Management standards and procedures in the organization.
- Leads and directs all the components of the project management life cycle to include the following: planning, scheduling, resourcing, risk assessment, cost/benefit analyses, change management, monitoring and evaluating, and establishing milestones/final deliverables and overall costs.
- Leads the implementation of effective governance processes for acceptance of projects based on sound business cases.
- Employs the use of historical, political and broader contexts to inform project directions and mitigate risks.
- Develops mechanisms to obtain the commitment of key stakeholders in pursuing project strategies, including cross-functional initiatives.
- Provides on-going communication to relevant target audiences in relation to project activities.
- Ensures the appropriate and relevant level of testing is in place for all projects e.g. system, regression and user acceptance testing with stakeholders.
- Ensures that project risks are managed effectively and appropriate strategies are in place to respond to variances.
- Implements systems for monitoring and evaluating project performance and outputs.
- Provides effective management of project budgets, expenditures and resources, to achieve organizational goals.
- Ensures that project plan goals are clear and appropriate, including contingency provisions.
- Anticipates and assesses the impact of changes, such as government policy/economic conditions, on project plans and initiatives, and responds appropriately.
- Tracks, monitors, and communicates project progress against the project plans, requirements, quality measures, standards, processes, and milestones.
- Considers the implications of a wide range of complex issues, and adjusts project priorities when necessary.
- Initiates and develops short, medium and longer-term goals and plans to guide the work of the project team in line with organizational objectives.
- Allocates resources to ensure achievement of business outcomes according to plan, and contributes to wider workforce planning.
- Devises systems, tools and techniques to ensure that all decisions are based on a sound understanding of business principles applied in a public sector context.
- Monitors performance against predetermined standards and take timely corrective actions accordingly.
- Analyses project performance and formulate strategies to minimize performance lags and deviation.

- Keeps key stakeholders (sponsors, executive/senior management, staff, etc.) informed about project progress and performance outcomes.
- Develops plans to transition the organization through change initiatives and evaluates progress and outcomes to inform future planning.
- Represents the organization in negotiations to achieve effective solutions in challenging relationships, ambiguous and conflicting positions.
- Practices conflict resolution techniques to diffuse tensions or misunderstandings with staff or other internal as well as external stakeholders, towards an effective resolution.
- Provides leadership and direction to the functional team so that tasks and activities are coordinated for project scope control, quality control, communication management, change control management, risk management and issue management.
- Leads the development of professional Project Management Training initiatives for internal stakeholders.
- Keeps current with the latest tools/techniques in Project Management and determines new solutions to meet the organization's business requirements.
- Promotes a culture of integrity and professionalism within the organization.
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#### Strategic Leadership

- Leads in the smooth and efficient operation of the Unit through the management of daily operations.
- Implements and enforces policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the Unit and the AGD.
- Conducts research and recommends changes to policies, procedures and systems to enhance the functioning of the Unit and Department;
- Assists with the preparation of the Department's annual Strategic Plan and budget, and supports the Senior Director, Corporate Services to deliver the Division's Operational Plan in an accurate and timely manner;
- Establishes and implements systems for reporting of work done against stated and agreed work plans.
- Establishes internal control processes required to manage and grow the Unit.
- Deputizes for the Senior Director, Corporate Services as and when required

#### Human Resources Management

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for staff (Unit Plan) based on the Corporate Strategic Plan;
- Ensures that the unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the recruitment of staff for the unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;

- Identifies skills/competencies gaps and collaborates with the Manager Training and Development to develop and implement Staff Development and Succession Plans for the unit to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes health and safety policies; and mitigates and minimizes workplace hazards;
- Monitors the performance of unit staff and ensure effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures the welfare of unit staff are clearly identified and addressed;

#### Any Other Duties

- Any other related duty that may be assigned from time to time

### 5. KEY PERFORMANCE INDICATORS

The job is successfully performed when:

- Strategic direction and advice to the Accountant General, Executive and staff on all project management matter are evidence based and in keeping with standards, guidelines best practices.
- Project progress reports developed and reviewed in keeping with quality, template and timelines
- Project monitoring and evaluation framework and plans developed according to standards, best practices and timelines
- Implementation Plans developed, monitored and evaluated in a timely manner.
- Coordinated approach is adopted in the review of project proposal, plans, business cases and project concept papers in accordance with standards and templates
- Special programmes and initiatives (survey, studies etc.) developed and reviewed in keeping with best practices and in a timely manner.
- Management system of existing and proposed projects developed with required timelines.
- Project budget and cashflow developed and monitored based on the requirements of the project and within established timelines.
- Project reporting mechanisms established and monitored according to requirements and timelines.
- Research and consultations conducted in keeping with standards and in a timely manner.
- Reports and presentations prepared with accuracy and within agreed timeline
- Individual Work Plan prepared in keeping with standards and timelines
- Annual Unit Operational Plan and Budget in keeping with standards and timelines

### 6. AUTHORITY

- Sets parameters for project proposals and recommends approvals of project documentation.

- Evaluates the performance of project contractors.
- Approves and monitors project expenditures.
- Approves leave applications for staff.
- Implements changes to work plans to ensure alignment.
- Recommends corrective/improvement actions.

## 7. **CONTACTS**

### ***Internal***

<b><i>Contact</i></b>	<b><i>Purpose</i></b>
Accountant General	Project reporting and updates Provides technical advice
Deputy Accountant Generals, Senior Directors & Unit Heads	Provides technical support and collaborates on projects Collects project information
Senior Director, Corporate Services	Provides project reporting and update Work assignments and performance feedback
Staff	Receives and provides information/guidance.

### ***External***

<b><i>Contact</i></b>	<b><i>Purpose</i></b>
Ministry of Finance and the Public Service	Provide/receive information, on project matters
Contracted Project Managers	Provides feedback, project monitoring and reporting. Work assignments Discussions and presentations on project matter
Project Stakeholders	Provides/receive information

## **JOB SPECIFICATION**

### **8. REQUIREMENTS FOR THIS JOB:**

#### **a. Qualification and Training**

- Bachelor's Degree in Project Management, Business Administration, Management Studies or related discipline.
- Certificate in Project Management

#### **b. Essential Experience and Knowledge:**

- At least five (5) years of experience performing similar functions.

- At least two (2) years' experience managing a team.
- Experience in a monitoring and evaluation environment.
- Proficient in Project Management Software.

### c. Competencies

The incumbent is a senior public servant who represents the Government at all times; a member of the Senior Executive team of the AGD, who is expected to participate in managing the Department, and to lead a team of professionals in realizing the goals and objectives of the Department, in a highly dynamic environment. The following competencies are required for the effective performance of this job:

#### Core Competencies

- Oral and Written Communication Skills
- Problem Solving and Analytical Skills
- Customer Focus Skills
- Results Focus
- Integrity

#### Technical Competencies

- Project Management Principles and Practices
- Knowledge of Legislations, Policies and Procedures
- Research and Analysis Skills
- Change Management Skills

#### Managerial Competencies

- Leadership Skill
- Emotional Intelligence
- Performance Management

## 9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

**Physical Demands** - Pressured working conditions with numerous critical deadlines.

**Work Environment** - Normal office conditions.



**Data Protection**

**Officers are required to comply with the Data Protection Act and the AGD's Data Protection Policies.**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

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Name of Employee

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Signature of Employee

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Date

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Name of Supervisor

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Signature of Supervisor

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Date