

Accountant General's Department

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Job Description & Specification

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2026

Improving non-stop

***Project
Manager
(Digitization
Project)
(GMG/SEG 4)***

21 Dominica Drive, Kingston, Jamaica

JOB DESCRIPTION & SPECIFICATION

Proposed Job Title: Project Manager (Digitization Project)

Project Post Number: To be assigned

Proposed Job Level/Grade: GMG/SEG 4

Division: The Accountant General's Department – A Department of the Ministry of Finance and the Public Service

Reports to: Project Manager/Steering Committee

Direct Reports: Change Management Officer (GMG/ SEG 3), Data Validation Officer (PIDG/RIM 4), Project Administrator (GMG/AM 3)

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:

Accountant General

Date

Date received in Human Resource Unit

Date created/revised

1. STRATEGIC OBJECTIVES

The Information and Technology Division is responsible for providing support to the Treasury in all areas of operations, facilitating the modernization of fiscal processes through the use of better methods and techniques, and cutting-edge information technology. The work of this division improves the acquisition, allocation, utilisation and conservation of public financial resources using automated, integrated, effective, efficient and cost-effective information systems.

The Division is responsible for the development and maintenance of the Government's Integrated Financial Management Information System GIFMIS. It is also responsible for training the AGD's staff as well as staff of the MOFPS and other MDAs in the use and functions of the relevant IT systems, guided by recognized standards and formal policy.

The Division is also responsible for the implementation and maintenance of the AGD's Records Management System (RMS) as part of the overall management system, based on records management principles, to facilitate the management of the AGD's records to meet the AGD's information needs, stakeholders' information expectations, and statutory and fiscal requirements regarding records.

2. JOB PURPOSE

Reporting to the Project Manager and/or Steering Committee, the Project (Digitization) Manager is responsible for the day-to-day operational management, coordination, and delivery of the Digital Transformation Project, with specific accountability for the digitization of over 70,000,000 records within the Accountant General's Department (AGD), primarily within the Registry Unit.

The role provides hands-on leadership and supervision of project teams and contractors, ensuring effective daily work planning, quality assurance, performance management, and stakeholder coordination. The incumbent exercises managerial control over project resources, timelines, budgets, risks, and productivity, and is accountable for monitoring, evaluating, and reporting on the Digital Transformation Project portfolio. The Digitization Manager ensures that digitization outputs meet approved standards, are delivered within agreed scope, time, cost, and quality parameters, and that staff and stakeholders are effectively supported through the change process.

3. KEY OUTPUTS

- Daily, weekly, and monthly digitization operational plans, project plans, and work schedules developed and executed.
- Project team effectively supervised, performance-managed, and supported in line with approved standards.
- Quality-assured digitized records produced in accordance with accuracy, compliance, and data protection requirements.
- Data migration, validation, and quality assurance reports prepared and reviewed.

- Project progress, exception, variance, and milestone reports prepared and submitted in accordance with established reporting mechanisms.
- Project monitoring and evaluation framework and implementation plans developed and applied.
- Updated project risk, issue, and mitigation logs maintained and actively managed.
- Project budget, cashflow, and expenditure tracking reports developed, monitored, and reported.
- Change management, staff engagement, and system adoption reports produced.
- Reports, dashboards, and management presentations developed to support decision-making.
- Individual Work Plan prepared and implemented in keeping with approved standards and timelines.
- Final project close-out report prepared, including outcomes achieved and lessons learned.

4. KEY RESPONSIBILITIES

Technical

- Develops, maintains, and executes comprehensive digitization project plans, timelines, resource schedules, and quality standards in support of the Digital Transformation Project.
- Oversees the end-to-end digitization process, including preparation, scanning, indexing, validation, and quality assurance of physical and digital records.
- Provides operational leadership and direction across all phases of the project life cycle, including planning, scheduling, resourcing, risk assessment, cost/benefit analysis, change management, monitoring, evaluation, and project close-out.
- Coordinates with consultant firms, the Project Management Team, ITU, and vendors to support the implementation, configuration, testing, and optimization of the ECM/RMS solution.
- Oversees data migration, system, regression, and user acceptance testing (UAT), ensuring accuracy, completeness, and stakeholder sign-off.
- Ensures compliance with data security, privacy, records management legislation, and approved policies and standards.
- Manages project risks, issues, dependencies, and change requests within established governance frameworks, including the development and implementation of mitigation strategies.
- Tracks, monitors, and reports project performance against approved scope, cost, schedule, quality, and productivity benchmarks.
- Prepares operational dashboards, project status reports, exception and variance reports, and management presentations for senior management and oversight bodies.
- Implements monitoring and evaluation mechanisms aligned with public-sector standards and ensures use of performance data to inform decision-making.
- Coordinates and manages the project budget, expenditure, cashflow, and resource utilization to ensure delivery within approved financial limits.
- Ensures project goals, deliverables, milestones, and contingency provisions are clearly defined, communicated, and controlled.

- Provides continuous stakeholder engagement and communication, including with the Steering Committee, Registry staff, ITU personnel, and senior management.
- Develops and implements training and knowledge transfer programmes to support staff readiness, system adoption, and sustainability of digitized processes.
- Liaises with the Director, OD&PEM, to design and implement change management strategies that address staff resistance and support organizational transition.
- Anticipates and assesses the impact of policy, economic, and organizational changes on project plans, adjusting priorities and strategies as required.
- Optimizes processes, workflows, and resource deployment to improve efficiency and productivity of digitization operations.
- Identifies opportunities for process innovation, digitization efficiencies, and technological advancement.
- Sets short-, medium-, and long-term operational goals to guide the work of internal project teams in alignment with project objectives.
- Monitors performance against established standards and implements timely corrective and improvement actions.
- Applies conflict resolution techniques to address operational issues and stakeholder concerns effectively.
- Provides functional direction to internal teams to ensure effective coordination across scope control, quality management, risk management, issue management, and change control.
- Promotes a culture of professionalism, integrity, accountability, and continuous improvement throughout project activities.

People Management & Leadership

- Provides **day-to-day supervision, direction, and leadership** to project staff and assigned contractors.
- Develops daily work plans, assigns tasks, monitors outputs, and ensures accountability for results.
- Manages staff performance through coaching, feedback, mentoring, and corrective actions where necessary.
- Builds and sustains a **high-performing, disciplined, and results-focused project team**.
- Facilitates effective communication, collaboration, and conflict resolution within the project team.
- Ensures staff compliance with policies, procedures, records management standards, and data protection requirements.
- Supports staff capacity-building through training, on-the-job guidance, and knowledge transfer.
- Promotes a culture of professionalism, integrity, and continuous improvement within digitization operations.

Daily Project Operations Management

- Manages and coordinates **daily digitization operations**, ensuring scanning, indexing, validation, and quality checks are executed efficiently.
- Oversees daily workflow volumes, productivity targets, and throughput rates.
- Monitors operational risks, bottlenecks, and deviations; implements immediate corrective actions.

- Ensures digitization equipment, software, and resources are optimally deployed and utilized.
- Maintains real-time oversight of project schedules, deliverables, and milestone performance.
- Ensures adherence to approved digitization standards, file structures, metadata schemas, and classification rules.
- Coordinates closely with Registry staff to minimize operational disruption and ensure business continuity.
- Escalates issues, risks, and delays appropriately with evidence-based recommendations.

Any Other Duties

- Any other duties related to the Digital Transformation Project that may be assigned.

5. KEY PERFORMANCE INDICATORS

The job is successfully performed when:

- Percentage of records digitized within the specified timeframe.
- Accuracy of digitized records.
- Adherence to project budget and resources.
- Timeliness of project milestones.
- Effective management of project risks.
- Quality of the digital records management system, ECM.
- User satisfaction with the new system.
- Project progress reports developed and reviewed in keeping with quality, template and timelines
- Project monitoring and evaluation framework or plans developed according to standards, best practices and timelines
- Coordinated approach is adopted in the review of project status, resource and budget allocations update and milestones in accordance with standards and templates used for reporting
- 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.
- Reports and presentations prepared with accuracy and within agreed timeline
- Individual Work Plan prepared in keeping with standards and timelines

6. AUTHORITY

- Directs and evaluates the performance of project staff and contractors.
- Assigns work and reallocates resources to meet operational priorities.
- Recommends and monitors project expenditures within approved budgets.

- Approves operational schedules, workflows, and quality controls.
- Recommends corrective and improvement actions relating to staff performance, productivity, and project delivery.

7. *Internal*

<i>Contact</i>	<i>Purpose</i>
Accountant General	Project reporting and updates Provides technical advice
Digital Transformation Project-Steering Committee	Provides technical support and updates on the project Collects information regarding project vision etc.
Senior Director, Information Technology	Provides project reporting and update Work assignments and performance feedback
Project Staff	Receives and provides information/guidance.
Internal Project Stakeholder	

External

<i>Contact</i>	<i>Purpose</i>
Ministry of Finance and the Public Service – (Sponsor)	Provide/receive information, on project matters
Contracted Consultant Firm	Provides feedback, project monitoring and reporting. Work assignments Discussions and presentations on project matter
Contracted Project Manager	
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 three (3) years of experience performing similar functions.
- 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

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

Managerial Competencies

- Leadership
- Emotional Intelligence
- Performance Management Skills

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.

Name of Employee

Signature of Employee

Date

Name of Supervisor

Signature of Supervisor

Date