



**NATIONAL EDUCATION TRUST (NET)
JOB DESCRIPTION**

JOB TITLE:	Special Projects Officer
JOB GRADE:	Level 5
POST NUMBER:	
DIVISION/UNIT:	Executive Office
REPORTS TO:	Manager, Special Projects
DIRECTLY SUPERVISES:	Salary Scale: \$4.2M - \$5.7M

This document 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. This document is validated as an accurate and true description of the job as signified below:

_____	_____
Employee	Date
_____	_____
Manager/Supervisor	Date
_____	_____
Head of Department/Division/Unit	Date
_____	_____
Human Resource Division MoEY/NET	Date

STRATEGIC OBJECTIVES OF THE UNIT

- To provide adequate and well-maintained school spaces, enhanced infrastructure and an appropriate teaching environment.
- To be the agency through which Government of Jamaica (GoJ) accesses donations from local, regional and international bodies for the funding of educational development projects.
- To create and foster partnerships with public and private sector organisations as well as the Jamaican Diaspora, which will facilitate opportunities for funding of educational infrastructure and other educational projects.

JOB PURPOSE

The Special Projects Officer will be responsible for monitoring project schedules and budgets, preparing progress reports and liaising with key stakeholders. The Special Projects Officer will play an integral role in project planning, risk monitoring and issue management.

KEY OUTPUTS

- Efficient Filing & Records Management system
- Budget Tracking System
- Project implementation plans and Gantt Chart maintained
- Asset Register maintained
- Database of project stakeholders, suppliers and consultants maintained
- Reports prepared
- Minutes prepared and disseminated
- Individual work plan prepared

KEY AREAS OF RESPONSIBILITY

Technical/Professional Responsibilities

- Assist in the monitoring and quality control of project activities
- Assist in the preparation of project proposals, implementation plans and budgets.
- Manage the project change control and asset register.

- Gather data and prepare reports as required.
- Assist in the preparation and dispatch of portfolio reports
- Coordinate and attend in-office and on-site meetings
- Prepare and circulate minutes of various meetings
- Update the project implementation plans and Gantt Chart
- Conduct research and provide input for the preparation of project documents.
- Liaise closely with other units and departments in NET and the MoEY to keep up-to-date on project payments and finalization of deliverables
- Keep a database of project stakeholders, suppliers and consultants
- Assist in project closure, including the capture of lessons learned and the control and management of records
- Prepare Annual Work Plan
- Perform other duties assigned from time to time

PERFORMANCE STANDARDS

- Files and records are kept up-to-date and maintained
- Budget and project tracking system is maintained
- Database and relationship with project stakeholders, suppliers and consultants maintained
- Minutes are accurately recorded and circulated in a timely manner
- Professionalism is consistently demonstrated in the performance of duties
- Reports are accurate and submitted within given timeframes.
- Established targets are consistently achieved.
- Correspondence and reports are prepared in a timely manner and a high level of accuracy maintained.
- Confidentiality, dependability and tact are consistently displayed in the conduct of duties.

Internal and External Contacts (specify purpose of significant contacts)

Within the National Education Trust and the Ministry of Education & Youth

Contact (Title)	Purpose of Communication
Team members – Executive Office	Collaboration
MoEY stakeholders	Collaboration/consultation
Other NET Divisions	Collaboration/consultation/information exchange

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
MDAs/Consultants/Contractors	Collaboration/Responding to queries and provision of information
Suppliers of goods/services	To obtain supplies/services

REQUIRED KEY COMPETENCIES

Core

- Excellent presentation, oral and written communication skills
- Excellent problem solving and decision making skills
- Excellent time management and organizing skills with ability to work under pressure, meet tight deadlines and pay attention to details
- Excellent analytical skills
- Knowledgeable of the GoJ administrative procedures
- Ability to work in an international and multicultural environment
- Strong interpersonal skills with the ability to effectively interact with persons at all levels
- Strong interpersonal skills with the ability to effectively interact with persons at all levels including clients, architects, engineering professionals, sub-contractors including construction site workers.

Technical

- Knowledge of Project Management practices and processes
- Experience in data collection and analysis
- Project monitoring and reporting
- Experience in Minutes and Report writing

- Excellent knowledge of Microsoft Office Suite
- Sound knowledge of Microsoft Projects or other project management software
- Working knowledge of Virtual meeting and Social Media Platforms
- Knowledge of GoJ Procurement law, policy and procedures would be an asset

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- First Degree in Business Administration/Administrative Management or Construction Management or equivalent
- Training in Project Management (CAPM Certification would be an asset)
- Minimum of 2 years work experience in a Project Office environment

AUTHORITY

- Prepare and record meeting minutes
- Develop project checklist and templates

SPECIAL CONDITIONS

- Normal working conditions
- Maybe required to work beyond normal working hours from time to time to meet deadlines
- Will be required to travel during the course of duties
- Attend sites that may be deemed hazardous
- A valid driver's license is required
- A reliable motor vehicle is required