



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

<b>JOB TITLE:</b>	<b>Project Manager (PSIP/STEAM)</b>
<b>JOB GRADE:</b>	<b>Band 8</b>
<b>POST NUMBER:</b>	
<b>DIVISION/UNIT:</b>	<b>Infrastructure Management</b>
<b>REPORTS TO:</b>	<b>Senior Infrastructure Manager</b>
<b>DIRECTLY SUPERVISES:</b>	<ul style="list-style-type: none"> <li>• Clerk of Works</li> <li>• Project Assistant</li> </ul>

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 enable and maintain investments in infrastructure through the construction, maintenance, refurbishing, upgrading and equipping of education facilities.

## **JOB PURPOSE**

Planning, monitoring and the implementation of infrastructure projects and programmes of the National Education Trust (NET).

## **KEY OUTPUTS**

- Project proposals for assigned projects
- Project plans, budgets and schedules
- Project reports – routine and special
- Team member of the Bid Evaluation Committee as required
- Technical analysis of bids as required
- Effective execution of projects
- Post evaluation of completed projects and contractors
- Effective relationships with government agencies, clients and industry stakeholders
- Individual work plan
- Oversee completion of work plans and appraisals for direct reports

## **KEY AREAS OF RESPONSIBILITY**

### **Technical/Professional Responsibilities**

- Collaborate with the design team to determine scope of projects
- Develop Terms of References for contractors
- Organize project planning activities including stakeholder consultations, applications for permits from regulatory agencies, operationalizing inter-agency agreements/Memorandums of Understanding
- Ensure that all required documentation from contractors is in place prior to the commencement of construction/upgrading works.
- Manage project implementation ensuring effective communication among the team.

- Monitor the work of contractors/sub-contractors to ensure they operate within established standards and that all contractual obligations are met; adjudicates problems/issues that may arise and makes decisions within scope of contractual requirements and/or escalates early to next level in order to minimize potential disruption to project.
- Supervise the Clerk of Works and Project Assistant, monitoring project activities and work ensuring that all required activities and deadlines are met.
- Monitor project sites ensuring environment impact, safety and quality control standards are effectively managed and complies with NET's /Ministry's standards; ensures they are clearly communicated to and understood by site workers; reports on and institutes corrective measures where breaches occur.
- Monitor project deliverables ensuring they are on target and within budget.
- Revises schedule and reports early any potential deviation in order that timely adjustments and reporting can be made to internal processes and donor/partner reporting.
- Coordinate project close out activities ensuring detailed inspection of finished site and any defects/issues identified are addressed according to contract; prepares relevant close out documents for approval and participates in handing over exercise.
- Coordinate post-completion evaluation including documenting experiences gained on projects as feedback for future use.
- Provide technical advice to educational institutions undertaking self-help construction projects to facilitate design and implementation.
- Participate in the contract tendering process and the evaluation and selection of service providers as required.
- Maintain effective relationship with stakeholders e.g. (regional offices, schools management and relevant government agencies) throughout the administration and implementation of the project.
- Contribute to the preparation of technical papers, Cabinet Submissions and other technical documentation on behalf of NET.
- Keep abreast of project management trends and make recommendations as appropriate for adapting/implementing such trends especially in cases where they may reduce cost and enhance quality of buildings and facilities.

### **Management/Administrative Responsibilities**

- Contribute to the preparation of the annual work plan/budget for the Unit.
- Prepare and submit weekly, monthly and other reports as required.
- Contributes to the development/review of operating policies and procedures including technical guidelines for the Unit.
- Check and recommend contractors' invoices and submits for approval
- Attend meetings as scheduled or directed.

### **HR Responsibilities**

- Oversee the preparation of work plans for direct reports.
- Conducts performance appraisals of staff in accordance with established standards
- Provide leadership to direct reports through effective goal setting, delegation and communication.
- Participate in the recruitment of direct reports for the Unit.

### **Other**

- Undertakes other related assignments as directed

### **PERFORMANCE STANDARDS**

- Professionalism and integrity are consistently demonstrated in keeping with the established standards of NET
- Correspondence and reports are prepared within the agreed timelines and a high level of accuracy maintained.
- Confidentiality, dependability and tact are consistently displayed in the conduct of duties
- Projects are efficiently managed throughout all stages of the project cycle up to completion
- Key deliverables produced within agreed timeframes and at required standards
- Problems recognized and corrective action taken/escalated speedily
- Project management objectives are met within budget and on schedule
- Reports are accurate and submitted within given timeframe

- Established targets are consistently achieved.

### Internal and External Contacts (specify purpose of significant contacts)

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

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Team members– Infrastructure Management	Guidance/Collaboration
Schools	Advice/collaboration/information exchange
Regional Education Officers	Collaboration/consultation, providing advice
Other NET Units	Collaboration/consultation/information exchange

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

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Contractors/sub-contractors	Consultation/collaboration/information exchange
Construction Industry Associations	Consultation, Networking
JSIF, Food for the Poor and other similar entities	Inter-agency collaboration
NEPA, KSAC, Parish Councils, JPS	Approval orders for building applications, Consultation

### 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
- 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.
- Ability to engage, influence and lead teams

#### Technical

- Excellent knowledge of project management methodologies

- Knowledge of construction management and construction methodologies
- Proficiency in project planning, analysis and implementation
- Sound knowledge of GoJ procurement law, policies and guidelines
- Sound knowledge of project finance would be an asset
- Knowledge of the policies and procedures and Acts governing the operations of NET would be an asset
- Working knowledge of construction, project management and Microsoft Office suite
- Sound knowledge of Jamaica's Building Codes, Standards and Regulations
- Knowledge of new methodologies in the construction industry including Green Building Technology

### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Bachelor's Degree in a Construction related discipline or equivalent qualification from a recognized institution.
- Minimum of five (5) years related work experience
- Project Management Certification.

### **AUTHORITY**

- Recommend in-house estimates for infrastructure projects
- Recommend payment of invoices as submitted by the external consultants within established limits.
- Authorize solutions to work defects.
- Recommend payment certificates and Construction Works within established limits.
- Recommend variations to contracts for construction and refurbishing within agreed limits.
- Evaluate the performance of the Clerk of Works and Project Assistant hired on projects.

### **SPECIAL CONDITIONS**

- Required to travel island wide, sometimes on rough and winding terrain.
- Required to travel to site meetings and construction sites which may be dusty and hazardous.

- Required to work beyond normal working hours at times to meet deadlines.
- Required to be the holder of a valid Drivers' Licence and a reliable motor vehicle.

**Salary Scale: \$4,266,270 - \$4,826,893**