



The CHASE Fund is an agency of the Government of Jamaica which offers funding support to projects in Culture, Health, Arts and Early Childhood Education.

The Fund invites applications to fill the position of:

PROJECT MANAGER

Reporting to the Chief Executive Officer, the Project Manager plans, directs and manages the project portfolio throughout all stages of the project cycle to ensure feasibility and successful implementation within the mandate of the organisation.

The Projects Manager:

- Evaluates and recommends funding for project proposals using the sector objectives and measurable targets to assess eligibility and developmental impact.
- Analyzes the objectives and projected cost /benefits of projects and ensures that they satisfy the mandate and policies of the Organisation.
- Administers the annual project budget/resources to meet disbursement targets within each financial year
- Coordinates and oversees the activities of project officers through all the stages of the project cycle (appraisal/approval/implementation and monitoring).
- Liaises with the various Ministries, Agencies and Statutory Bodies and other stakeholders.
- Monitors and tracks project performance to ensure timely deliverables towards meeting short and medium-term goals.
- Provides comprehensive and timely documentation to the management and, Board by preparing monthly, quarterly and annual reports; briefs and status reports for Office of the Prime Minister, and Parliamentary Committees.
- Supervises the work of the sub committees of the Board and provides monthly reports to the Board through the Chief Executive Officer.
- Coordinates and manages the contractual arrangements and outputs of sector-specific technical analysts and consultants who are engaged, from time to time.

The ideal candidate should have:

- University Degree in Project Management or related discipline.
- Five (5) years experience in project planning and analysis.
- Knowledge of Government procurement procedures.
- Excellent analytical and leadership skills.

**Applications must be submitted no later than
November 21, 2018 to:**

**Culture, Health, Arts Sports & Education Fund (CHASE)
8 Belmont Road, Kingston 5 or send to chase12@cwjamaica.com**

Please specify RESUME: PROJECT MANAGER in the subject line.

**We appreciate your interest in this advertisement; unfortunately,
only short-listed candidates will be contacted.**