



The CHASE Fund is an agency of the Government of Jamaica providing funding support to projects in Culture, Health, Arts and Early Childhood Education. CHASE falls under the Office of the Prime Minister and also reports to the Ministry of Finance and the Public Service

Project Officer

Salary Scale: \$3,501,526 - \$4,709,163

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Making site visits to the various projects to verify work in progress and/or successful completion.
- In collaboration with the Projects Manager, liaising with the various agencies to ensure that projects meet national priorities as determined by the Fund's mandate.
- Working with the relevant agencies to ensure the efficient implementation and monitoring of projects.
- Providing timely information on issues relating to the projects to the Projects Manager and/ or Chief Executive Officer.
- Prepare requisite documentation – reports, correspondence, briefs and meeting notes.
- Perform any other lawful duties assigned by the Projects Manager or Chief Executive Officer.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Ideally the incumbent should have a University Degree in Management Studies, Business Administration, Public Administration, Public Sector Management or other related discipline
- Three (3) years' experience in Project Planning and Analysis.

Knowledge of:

- Training in Project Management would be an asset.
- Project monitoring, implementation and evaluation practices and procedures
- Database and internet-based information management systems
- CHASE's policies and procedures
- Procedures relating to the activities of the assigned work unit.
- Knowledge of project planning and appraisal
- Ability to communicate both orally and in writing
- GOJ Public Procurement

Ability to:

- Initiate and forge ongoing working relations with a wide range of stakeholders including Government agencies and bodies, staff members, and project beneficiaries.
- Evaluate courses of action and risks and take responsibility for own decisions.
- Deal tactfully and courteously with staff, beneficiaries, other departments, and the general public.
- Communicate effectively orally and in writing.
- Act independently and know when to refer situations to higher level authority.
- Ability to plan and meet deadlines.

Critical Skills

- Demonstrates a breadth and depth of understanding system integration and cost/time impact
- Strong organizational/project management skills with attention to detail, particularly in the areas of monitoring and evaluation
- Strong communication, interpersonal skills and ability to work well in a team
- Demonstrates expertise in analysis, problem solving and decision making.
- Computer literate

Working Conditions

Work is performed both in and outdoors. Pressures may be generated by deadlines, volume of work and seasonal peak work periods which extend hours of work beyond the normal workday.

Decision Making

Makes decisions on what needs to be done based on clearly established guideline. The Project Manager provides guidance as to selection of proper procedures to follow and assures that the work is accurate and in compliance with instructions and established procedures.