



*The Office of Disaster Preparedness & Emergency Management (ODPEM) is seeking to fill the position of:*

### **PROJECT MANAGER**

Reporting to the Senior Director, Project Implementation, Monitoring and Evaluation Division, the Project Manager will be responsible for the development of a national emergency communication system, including a National Early Warning System. The incumbent will also be responsible for coordinating incident response among the various critical agencies of government and volunteers, to allow emergency response agencies and other responders to communicate via a common wireless platform

### **CORE RESPONSIBILITIES**

- Manage and monitor all project implementation activities on a daily basis to include, but not limited to:
  - Identify stakeholders for steering committee
  - Organise and convene Steering Committee and Project meetings
  - Conduct assessment of all project sites and provide recommendation for works
  - Be the liaison for the project with all stakeholders
  - Manage the bidding process for works and or services
  - Draft Memorandum of Understanding or other Agreements for the engagement of partners/stakeholders for implementation and operationalization/sustainability of the project outputs
  - Review and draft necessary documentation for potential impact/consideration on project related staffing, Government waivers, any special permit/license or other approval
  - Monitor works on each project site
  - Preparation of progress reports

### **KNOWLEDGE/SKILLS/COMPETENCIES**

- The consultant must be familiar with Jamaica and its institutions for natural disaster management.
- Knowledge of GOJ procurement policies would be an asset.
- Knowledge of ICT, or Emergency Telecommunications would be an asset.
- Proficiency in project management and data analysis software
- Familiarity with Jamaica and its institutions for natural disaster management.
  
- Leadership skills including the ability to work in a collegial partnership style environment;
- The ability to network and develop collaborative partnerships within the public and private sectors;
- Written and verbal communication skills;

### **QUALIFICATIONS & EXPERIENCE**

- A professional degree in an earth science, business administration, or public administration with at least 5 years' experience in project management.
- At least five (5) years experience in Project Management and Implementation

**Please apply in writing along with a detailed resume no later than *Wednesday, February 8, 2017.***

*Should you require more information, please contact:-*

***Director Human Resource Management  
Office of Disaster Preparedness & Emergency Management  
2-4 Haining Road  
Kingston 5***