

**JOB DESCRIPTION**  
**CONTRACTUAL POSITION**

**JOB TITLE: Programme Manager (Job Evaluation Project)**

**JOB SUMMARY:**

This job requires the incumbent to plan, organize and direct the implementation of the Job Evaluation and Compensation PSIP projects of the Personnel Department. Duties involve developing the Job Evaluation Implementation Plan; monitoring and reporting on the execution and progress of same; coordinating the activities of professional, technical and support staff; developing a project evaluation framework; and overseeing the development and implementation of change management strategies and communication plans.

**REPORTS TO:**

Chief Personnel Officer

**SUPERVISION  
GIVEN TO:**

Technical Adviser  
Project Managers  
Communications Specialist  
Change Management Specialist  
Office Manager

**DUTIES AND RESPONSIBILITIES:**

Plans, organizes and directs the implementation of the Job Evaluation and Compensation PSIP projects of the Personnel Department.

Develops the Job Evaluation Implementation Plan, in collaboration with the Technical Adviser, which serves as a framework for co-ordinating the job evaluation projects, for identifying and communicating accountabilities, priorities, milestones, timelines, performance agreements and performance measures.

Co-ordinates and supervises the activities of the Job Evaluation Project Managers and other professional and technical staff engaged in the Job Evaluation PSIP projects.

Collaborates with the Technical Adviser to ensure that technical advice is provided to Job Evaluation projects as required and that reports are reviewed and submitted within stipulated timeframes.

Establishes mechanisms for ensuring project integration and harmonization of processes across job evaluation projects and systems.

Reviews and approves change management and communication plans and strategies and oversees their development and implementation.

Recognizes and monitors critical issues and challenges impacting the project, develops innovative solutions and strategies to manage same and makes recommendations for changes.

Monitors disbursement and expenditure of funds to ensure adherence with budgetary guidelines and established financial procedures, regulations and instructions.

Collaborates with representatives of Government Ministries/Departments and Agencies and Associations to obtain their support and involvement, to manage their expectations and to communicate project goals and achievements as appropriate.

Provides advice on staff training requirements, oversees the implementation of training programmes and reviews reports submitted with respect to same.

Develops a project evaluation framework to assess the job evaluation projects' strengths and weaknesses and monitors the implementation and progress of same.

Participates in the recruitment and selection of staff for the conduct of the job evaluation exercise; and establishes mechanisms to promote team building.

Prepares accurate and timely analyses, Notes for Cabinet, reports, memoranda and other documents such as briefs on matters related to the Job Evaluation PSIP projects.

Collaborates with Consultants on a continuous basis to ensure achievement of project objectives.

Represents the Project Office at seminars, meetings and consultations with respect to matters pertaining to the job evaluation PSIP projects.

Serves on committees established to oversee and steer the execution of the job evaluation exercises.

Performs other related duties as may be required.

**KNOWLEDGE, SKILLS AND ABILITIES****KNOWLEDGE:**

Extensive knowledge of the processes involved in Project Cycle Management – Project Preparation, Design and Implementation.

Considerable knowledge of the concepts and principles of project planning, management and evaluation.

Considerable knowledge of strategic planning and project management techniques.

Considerable knowledge of project budgeting and financing and Government's Financial Regulations and Instructions.

Considerable knowledge of the Public Service structure and systems.

Knowledge of the concepts and principles of Compensation Management, including job analysis and job evaluation.

Knowledge of Public Administration.

Knowledge of relevant computer applications.

Some knowledge of change management principles and methodologies.

**SKILLS AND ABILITIES:**

Sound skills in project management.

Sound leadership and managerial skills.

Sound communication skills.

Sound human relations and interpersonal skills.

Sound organizational skills.

Ability to provide leadership and vision and to promote effective teamwork.

Ability to conduct meetings with persuasiveness and diplomacy.

<p><b>SKILLS AND ABILITIES (Cont'd):</b></p>	<p>Ability to manage, coordinate and provide leadership to a cadre of professional and technical staff involved in the implementation of projects.</p> <p>Ability to analyse issues, make informed judgements, solve problems and provide advice on issues pertaining to the implementation of projects.</p> <p>Ability to foster motivation within project teams to meet tight deadlines.</p> <p>Ability to develop and maintain collaborative working relationships with colleagues, relevant stakeholders and agencies.</p> <p>Ability to track and report on the completion of project deliverables.</p> <p>Ability to express ideas clearly and concisely both orally and in writing, and to prepare comprehensive reports.</p>
<p><b>MINIMUM EXPERIENCE AND TRAINING:</b></p>	
<p>Extensive experience in managing projects, and training as evidenced by possession of a Bachelor's Degree in Project Management/Project Administration or a related field from a recognized institution, supplemented by training/certification in human resource management; or any equivalent combination of experience and training.</p>	