



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 96
OSC Ref. C.4858³¹

19th March, 2019

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Project Manager Consultant (for a period of one year)** in the **Jamaica Intellectual Property Office (JIPO)**:

Job Purpose

The Project Manager Consultant is required to proactively co-ordinate the implementation of activities towards ensuring proper stakeholder engagement, timely execution, monitoring and reporting of the technical and financial aspects of the Project and the achievement of deliverables to the established quality standards.

Key Responsibilities

- Serves as Focal Point for the Project;
- Develops a Stakeholder Engagement Plan which will include stakeholder mapping and assess appropriate communication channels and develop strategies for each stakeholder category. Incorporates feedback from the Private Sector;
- Organizes a quarterly co-ordination meeting with the Caribbean Development Bank (CDB) and the Inter-American Development Bank (IDB);
- Co-ordinates initiatives and activities with other Institutions undertaking activities complementary to the Project such as MICAF, SRC, DBJ, Branson Center and JBDC;
- Co-ordinates and builds consensus across Public Sector Institutions and key project stakeholders, particularly relevant Ministries and identifies users that will be impacted by the Project;
- Develops and maintains a database for monitoring project outputs and performance indicators;
- Facilitates access to all the information and documentation needed to assess project progress including those related to the performance indicators established in the results framework;
- Identifies and develops strategies for mitigating risks, especially those related to execution (i.e. receptivity and technological uptake by stakeholders);
- Immediately addresses and negotiates around project execution challenges by identifying and where necessary, acting on possible solutions;
- Performs any other relevant tasks for the implementation of the Project as they become necessary and are prioritized by JIPO and IDB Project Team Leader.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills

Minimum Required Qualification and Experience

- Bachelor's Degree or equivalent in Law, Economics or related field;
- Three (3) years' experience in Intellectual Property Management and working with IP stakeholders in Jamaica;
- One (1) year's experience in implementing multilateral/bilateral donor financed projects, with special expertise in National or Regional Projects focused on Private Sector development, is desirable;
- One (1) year's experience in Project Management, preferably Development-based Projects.

Applications accompanied by résumés should be submitted **no later than Friday, 29th March, 2019 to:**

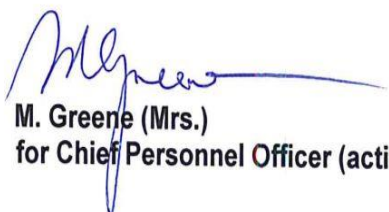
**Director
Human Resource Management and Administration
Jamaica Intellectual Property Office
18 Trafalgar Road
Kingston 10**

Email: competecaribbean@iadb.org or hrma@jipo.gov.jm

Fax: 876-927-6744

Please note that only short listed applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.


M. Greene (Mrs.)
for Chief Personnel Officer (acting)