



CAREER OPPORTUNITY

The **Jamaica Bauxite Mining Limited** invites applications from suitably qualified persons to fill the vacancy of:

SENIOR PROJECTS OFFICER

The successful candidate is required to provide support to the Project Manager Assists in the establishment of processes and procedures in support of project management and other core activities of the JBM.

SPECIFIC RESPONSIBILITIES INCLUDE:

- Preparation of administrative and technical project documents, such as PIAB submissions and other documents as required by the MDA's, consultants and contractors.
- Assisting in the establishment of project management systems that support compliance with contractual obligations, recording and reporting responsibilities and effective delivery of projects;
- Coordinating programs to support timely provision of project milestones and tasks;
- Assists in the risk management process by identifying potential gaps and/or obstacles that may compromise the success of projects, trouble-shooting, and presenting appropriate strategies to overcome barriers with a view to improving overall project effectiveness and outcomes;
- Researching and sourcing a range of information, as required/relevant to project activities;
- Maintaining JBM's Organizational Process Asset repository and project M&E system implemented by the project manager
- Tracking and reporting functions related to the monitoring and evaluation of the initiatives against the objectives of the organization as well as those of the Parent Ministry.
- Providing content for periodic reports to stakeholders.
- Organizing and providing all necessary administrative and technical support for working team meetings – including liaising with chairpersons; preparing meeting agendas; confirming attendance; preparing and circulating relevant documentation; recording and distributing minutes and action items; and follow-up on implementation.

REQUIRED COMPETENCIES

- Customer and quality focus.
- Excellent teamwork and cooperation skills
- Interpersonal skills.
- Unquestionable integrity.
- Good change management skills.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- BSc. Business Administration, Public Administration or related field from an accredited tertiary institution; plus
- Certification/Training in Project Management.
- One (1) years' experience working in a project management environment.

CLASSIFICATION & REMUNERATION

The position of Senior Projects Officer is classified at Level 5, Pay Band 6 with a salary of **\$2,803,771.00** per annum.

Please forward curriculum vitae by January 24, 2025 to:

The Director HRM & Administration

Jamaica Bauxite Mining Ltd

P.O. Box 33

Ocho Rios

St. Ann

or

jobs@jbm.gov.jm

We thank all participants for their interest; however, only shortlisted persons will be contacted.