

MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

EMPLOYMENT OPPORTUNITY

Applications are being invited to fill the post of:

Project Assistant (Contract)
In the
Meteorological Service Branch
Salary \$2,400,000 per annum

Job Summary:

The Project Assistant will be directly responsible for coordinating the execution of all activities related to the Establishment of a Comprehensive Bush Fire Warning Index for Effective Bush Fire Management Project and ensuring Project technical supervision and the quality of deliverables.

Key Responsibilities:

- Coordinating the development of the multi-criteria bush fire index including pilot sites selection and monitoring, data collection and analysis, and reporting;
- Coordinating CAP development;
- Facilitating public education and awareness campaign and stakeholder consultations;
- Ensuring that stakeholder consultations and public education and awareness campaigns include vulnerable groups such as women, youth, the elderly and persons with disabilities,
- Reporting on how they are included and being targeted;
- Managing the selection and engagement of consultants and contractors, and the procurement of materials, goods and services;
- Ensuring timely and quality deliverables;
- Liaising with CDB's Project Management Unit on all technical, administrative and financial aspects of the Project;
- Managing Project financial resources;

- Preparing and submitting progress reports to CDB

Other Responsibilities

- Executing any other tasks as assigned by MSJ to facilitate the successful completion of the Project

Required Knowledge, Skills and Competencies:

- Knowledge of Project Management
- Excellent research, analytical, organisational and communication skills;
- Specific experience in the Caribbean region
- Good understanding of the environmental challenges in Small Island Developing States.

Minimum Required Qualification and Experience

- Bachelor's degree in an environmental or earth science, and some knowledge of (climate modelling, environmental modelling and statistical analysis).

Applications along with resumes should be submitted **no later than Wednesday April 17, 2019** to:

Senior Director
Human Resource Management & Development
Ministry of Economic Growth & Job Creation
The Towers, 7th Floor
25 Dominica Drive
Kingston 5.

Or email: human.resources@megjc.gov.jm

Subject: Project Assistant

We thank all for responding, however, only shortlisted applicants will be contacted.