

CAREER OPPORTUNITY

MINISTRY OF LABOUR AND SOCIAL SECURITY Social Protection for Increased Resilience and Opportunity Project (SPIRO Project)

COMPONENT COORDINATOR (PIOJ)

The Social Protection for Increased Resilience and Opportunity Project (SPIRO Project) is between the Government of Jamaica (GOJ) and the World Bank in the amount of US\$20 million in loan resources. The Project is being implemented by the Ministry of Labour & Social Security in collaboration with the Planning Institute of Jamaica (PIOJ).

The Project development objective for the SPIRO Project is to expand coverage of social protection in Jamaica and to strengthen its social protection delivery system, particularly its capacity to respond to shocks.

1.0 Scope of Work

The Component Coordinator will discharge duties necessary to ensure that Sub-Components 3.3 and 3.4 of the SPIRO Project are efficiently and effectively implemented, in keeping with the timelines of the project. He/she will carry out the following specific functions:

- perform all administrative duties pertaining to the Component
- produce Action Plans and Annual Budgets for the Component;
- prepare all relevant progress, accounting or other reports on the Component, as required by the Project Manager/MLSS, and the PIOJ;
- develop the required terms of reference for the various studies, or assist in their development as may be appropriate;
- Support preparation of contracts for consultancies; aligned with the Procurement Protocols of the executing entity (MLSS)
- support the logistical aspects of the work of Consultants where necessary; this includes convening meetings of review committees established for the purpose;
- attend meetings of the Project Steering Committee and other relevant meetings and prepare records of the meetings,
- plan and effect study tours, site visits and training events as necessary, providing research logistics planning and event planning
- plan and effect workshops and other stakeholder meetings and prepare records as required; and
- perform any reasonable duty that advances the effective implementation of the Component.

The Component Coordinator will liaise with the Project Manager for the PIU (MLSS) under the oversight of the Director of the Social Protection and Gender Unit, PIOJ, as necessary for project implementation.

2.0 Deliverables

Over the contract period, deliverables will include, *inter alia*:

- monthly progress reports prepared within 5 days of the end of each month;
- timely submission of all relevant progress and status reports as required;
- draft terms of reference for studies prepared promptly and required documentation for all major activities on the Work Plan prepared, in accordance with the implementation schedule.
- Efficient planning and effecting of study tours and stakeholder events in accordance with the project implementation schedule.

3.0 Qualifications

The Component Coordinator (PIOJ) will have post-graduate certification in the Social Sciences, with at least five years work experience. The successful candidate will have experience in developing terms of reference, technical report writing, and project administration. Experience

with international agencies would be a distinct asset. The successful person will exhibit knowledge and awareness of social development issues in Jamaica, particularly for vulnerable population groups. The Coordinator will also be conversant with current realities in social protection. Experience and aptitude with computer technology including Microsoft Office Suite is a necessity.

The successful candidate will be a team player, with good interpersonal skills, as well as superior oral and written command of the English language.

4.0 Duration

The duties of the coordinator will span a period of two years in the first instance. The Coordinator is expected to work on a part-time basis, on a weekly schedule agreed to between the Coordinator and the PIOJ, and in accordance with human resource management standards in the PIOJ. The PIOJ will provide workspace and amenities for the use of the officer while in office.

5.0 Reporting Requirement

The Component Coordinator (PIOJ) will report to the Senior Director of the Social Policy, Planning and Research Division, through the Director of the Social Protection & Gender Unit., which has immediate responsibility for implementation of the Sub-components.

Please visit <https://www.lmis.gov.jm/> and submit applications accompanied by resumes no later than **Friday, July 12, 2024** addressed to

Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security,
14 National Heroes Circle, Kingston 4

Applications and resumes may also be sent to: SPIROProject@mlss.gov.jm

We thank all applicants for their interest but responses will be sent only to shortlisted applicants.