



## **DIRECTOR, SPECIAL PROJECTS (GMG/SEG 2)**

### **Headquarters**

#### **Job Purpose**

Under the direct supervision of the Director General, the Director – Special Projects has the responsibility to develop, design and manage the implementation of Special Projects in an efficient manner to add value to organizational development.

#### **Key Responsibilities**

- Develop, design and implement Special Projects in the following areas:
  - Building and Physical Infrastructure
  - Books and other Library Resources
  - Information and Communication Technology
  - Programmes and Services
  - Any other areas identified and communicated
- Contribute to the organization's strategic plan – implementation and evaluation
- Provide oversight, guidance and direction for the administration of the Special Projects Department and gives direction and supervision to all
- Research and prepare project proposals in keeping with stated guidelines/rules and regulations
- Research and identify potential funding opportunities
- Establish links with foundations and funding agencies both local and international
- Utilize all applicable technology to drive an efficient and effective Special Projects Department
- Advise and keep the Director General informed on all Special Project matters through meetings, reports and other format as agreed
- Represents the interest of the Jamaica Library Service in negotiations regarding Special Projects funding and related matters
- Participates in the preparation of the Annual Budget
- Ensures adherence at all times to the Government of Jamaica Procurement Guidelines
- Keep abreast of all current development in Special Project management both at the local and international level

### **Specialized Techniques/Skill**

- Knowledge of Public Sector operations
- Working knowledge of capital budgeting
- Strong analytical and financial skills
- Demonstrate skills to organize, direct and lead Special Projects
- Ability to exercise sound judgement in complex situations
- Excellent communication and administrative skills
- Proficiency in the use of Microsoft applications including project management

### **Minimum Qualification/Experience**

- Bachelor's Degree in Management Studies, Public or Business Administration
- A minimum of three (3) years experience in project management
- A minimum of two years experience in coordinating/administering projects funded by local and international agencies/organizations.
- Management of projects across industries – profit and not-for-profit
- Training in Project Management

**Salary Scale: \$2,023,418.00 to \$2,405,208.00 p.a.**

**Travelling Allowance: \$894,924.00 p.a.**