



PROGRAMME OF ADVANCEMENT THROUGH HEALTH AND EDUCATION (PATH)

REQUEST FOR CURRICULUM VITAE

Individuals are being invited to submit a Letter of Interest and full Curriculum Vitae for the position of:

MONITORING AND EVALUATION MANAGER

JOB PURPOSE

The Monitoring and Evaluation Manager's primary objectives are to plan, monitor, organize, direct and control the work of the Monitoring and Evaluation Unit to ensure the effective implementation activities of the Social Protection Project, the Integrated Social Protection and Labour Programme and the Support to the Jamaica Social Protection Strategy.

ASSIGNMENT OBJECTIVES

The Monitoring and Evaluation Manager shall:

- Manage the operations of the Monitoring and Evaluation Unit for the effective implementation of the Social Protection Projects
- Ensure that the aims of the World Bank/GOJ and the IDB/GOJ Projects are in consistent with those of the Ministry and the Government of Jamaica
- Plan, monitor and evaluate the social assistance programmes to ensure the attainment of targets (e.g. poverty reduction and other social development goals)
- Conduct site visits to Parish Offices, Schools, Health Centres to assess the implementation status for various aspects of the Projects
- Attend and participate in meetings convened by the National Social Protection Programmes
- Evaluate the performance of the Social Protection Projects in relation to the achievement of its objectives
- Design and maintain the reporting system which ensures that the work of the Social Protection Projects (World Bank/GOJ Projects and /GOJ Projects are kept up to date and deadlines maintained
- Prepare Cabinet Submissions, Briefs, Notes, etc. for the Minister on matters which fall within the sphere of influence of the Projects
- Prepare reports on the work of the Social Protection Projects (World Bank/GOJ Project and IDB/GOJ Projects) to the Project Director, Chief Technical Director, Director, Social Security and the Permanent Secretary.
- Analyze survey findings, prepare and submit reports on various baseline, interim and ex-post surveys
- Develop Terms of Reference to contract services of external consultants to carry out monitoring and evaluation exercises for the two Projects
- Prepare three (3) year Corporate Plans, One (1) year Operational Plan, Quarterly reviews (MLSS), Annual Action Plans (World Bank and IDB), four (4) monthly Progress Reports (World Bank), Half yearly reports (IDB), monthly reports and any other ad hoc reports on request
- Participate in the recruitment of staff for the Monitoring and Evaluation Unit

QUALIFICATIONS AND EXPERIENCE

- Master's Degree in the Social Sciences, preferably Economics or Development Studies
- Specialized training in Research Methods and experience in conducting Programme Evaluations
- Experience in the operations of internationally funded Projects would be an asset.

COMPETENCY SKILL REQUIREMENTS

- Excellent knowledge of research methods and data analysis
- Proficiency in the use of relevant computer applications
- Excellent presentation, oral and written communication skills
- Good problem-solving skills
- Good leadership and interpersonal skills
- Ability to lead and work in teams.

DEADLINE FOR SUBMISSION

Responses should be submitted in hard copy or via email on **Tuesday, November 13, 2018** to the attention of:

**Project Director, PATH
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4
Telephone: 876-967-0420
Email: consultancy@mlss.gov.jm**

GOVERNMENT OF JAMAICA MINISTRY OF LABOUR AND SOCIAL SECURITY

PROGRAMME OF ADVANCEMENT THROUGH HEALTH AND EDUCATION (PATH)

REQUEST FOR CURRICULUM VITAE

Individuals are being invited to submit a Letter of Interest and full Curriculum Vitae for the position of:

PROJECT ADMINISTRATOR

JOB PURPOSE

To monitor, coordinate and assist in the implementation of all activities related to Technical Corporation Projects by working closely with all the units within the Project Department, Implementing Agencies and International Development Partners

KEY OUTPUTS

- Administrative work plan for the programme developed
- Records and correspondence of all communication with other stakeholders maintained
- Terms of Reference for Consultants of the Programme developed
- Meeting schedule for internal and external meetings.

Responsibility Areas

- Assist the Project Director to oversee the day-to-day activities of the Project Unit to ensure that targets are met
- Assist in the coordination of activities in all areas of the Project: Training, Public Education, Operations and Monitoring
- Work with the Procurement Specialist to source consultants for the Project as the need arises
- Develop Terms of references for short-term consultancies needed by the Project
- Arrange and attend meetings, seminars, study tour, symposiums and other events related to the project efforts
- Prepare briefs, articles, proposals, journals and other technical documents
- Work with the various units of the Project to prepare their budgets
- Liaise with representatives from the International Lending Agencies (World Bank, Inter-American Development Bank) on aspects of the Project
- Liaise with stakeholders such as Planning Institute of Jamaica, Ministries of Health and Education in order to ensure collaboration
- Ensure operational plans, quarterly review and input to budget are completed within established formats and timeframe to support the objective of the Project
- Ensure operational guidelines, policy and procedures are documented and current.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- First Degree in Arts or Social Sciences
- Training in International Relations
- At least two weeks project implementation experience

COMPETENCY SKILL REQUIREMENTS

- Interpersonal skills
- Leadership skills
- Good oral and communication skills
- Ability to work without supervision
- Computer literate.

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Update of Jamaican Taxation Registration Number (TRN) and Tax Compliance Information for participation in GOJ tender opportunities via the Electronic Procurement System:

All suppliers that have a Jamaican based Taxation Registration Number (TRN) are being asked to validate their (TRN) and Tax Compliance Certificate (TCC) information on the Government of Jamaica Electronic Government Procurement System (GOJEP).

The purpose of a valid TRN in GOJEP is to:

- Verify Supplier's details;
- Allow for retrieval of Tax Compliance information for Supplier and;
- Facilitate the integration of the e-Tendering (GOJEP) System with Supplier's information in the Government's National Contracts Commission (NCC) registration system using the supplier's TRN as shared identifier between both systems.

To update your organisation's TRN and Tax Compliance data in the e-Tendering system, Supplier Admin Users must execute the following steps:

- Login to the system (www.gojep.gov.jm);
- Select the Supplier management link (under the Supplier Administration section on the left);
- Select the Edit organisation link/button;
- For the Taxation Registration Number (TRN): prompt – Enter your organisation's nine (9) digit TRN (no space or dashes). See TRN rules below;
- For the Taxation Compliance Reference (TCC) # prompt – Enter the last TCC# issued to your organisation by the Tax Administration Jamaica (TAJ), if one was issued. By completing this task:
 - Your organisation's Taxation Compliance Expiration Date information will be retrieved from the TAJ Taxation system and displayed on your organisation's record in GOJEP;
 - Tax eligibility information for your organisation will print on the Tender Opening Reports generated by the system;
 - The system will send you an email reminder, fourteen (14) days prior to the expiration of your organisation's tax compliance status. Upon the expiration and renewal of your TCC, please ensure same is updated in the system by following the above steps.
- Select the Save button once you have entered the above information.

TRN Format Rules:

Organisation Type	Format	Rules
1 Limited Liability	000009999	TRN must begin with Zero (Zero) and must be nine digits. No '-' or space shall be entered.
2 Partnership	000009999	TRN must begin with Zero and must be nine digits. No '-' or space shall be entered.
3 Sole Trader or Trading As Entity	100009999/0001	TRN must begin with the digit 1 and must be nine digits. A sub 4 digit number must be entered, example 0001 or 0002 or 0003, etc. No '-' or space shall be entered.
4 Individual Consultant	100009999	TRN must begin with the digit 1 and must be nine digits. No sub 4 digit number must be entered, No '-' or space shall be entered.

For additional information, please call the Ministry of Finance, Public Procurement Customer Care Help Desk numbers: 876-932-5220/932-5251/932-5244/932-5251 or by sending an email to: papucustomer@mf.gov.jm.

GOJEP – Using technology as a tool to increase transparency, competition and efficiency enabling an easy way of doing business with the Government of Jamaica.