



# National Irrigation Commission Limited

## EMPLOYMENT OPPORTUNITY

### PROJECT DIRECTOR

#### Job Summary

Under the direction of the Chief Executive Officer of the National Irrigation Commission Limited (NIC), the Project Director is responsible for the effective and efficient implementation of Projects to include all externally-funded projects that NIC is required to undertake as a participant stakeholder.

The Project Director will ensure the functioning of the projects and related activities from inception to closure. Additionally, the Project Director will ensure that all the contractor(s) deliver(s) on the contract, fulfills all obligations, and adequately addresses and characterizes any changed conditions or required changes to the design.

#### Key Responsibilities Include:

- ✚ Leads and manages the Project Execution Unit of NIC to include supervision of staff and consultants;
- ✚ Manages the successful implementation of all projects that fall under the remit of NIC to include both internally- and externally-funded projects;
- ✚ Assists with field investigations, impact studies or other research in order to compile and analyze data, and make recommendations regarding the feasibility of designs presented;
- ✚ Guides the definition of project scope, objectives and deliverables, involving all relevant stakeholders and ensuring technical feasibility;
- ✚ Analyzes survey reports, maps, drawings and other topographical or geologic data to plan the project;
- ✚ Develops feasibility designs and ensures that civil, hydraulic, structural, social and environmental design elements meet the required standards;
- ✚ Supports the development of concept documents for projects;
- ✚ Guides procurement activities and supports the preparation and evaluation of proposals, tender documents, bids, contracts, service agreements and consulting services.
- ✚ Develops a detailed project plan to monitor and track progress in all elements of the project, including unfettered and equitable access to infrastructure and services developed under the project;

- ✚ Ensures that all necessary communication is properly handled both internally and externally;
- ✚ Verifies that applications for all permits and approvals are made in a timely manner and that all laws and regulations regarding project execution are complied with;
- ✚ Proactively manages changes to the project scope, schedule and costs using appropriate verification techniques;
- ✚ Confirms that all the necessary reports are accurately completed and submitted on time and that the project documentation are properly maintained in accordance with the relevant legislations and requirements.

### **Minimum Requirements:**

- Master's degree in Construction Management, Engineering or related technical field; Alternatively an equivalent qualification in a related field of study from a certified institution;
- Project Management Certification;
- Minimum of ten (10) years' extensive experience in project management, planning and implementation;
- Demonstrated experience interacting with regional and international donor agencies will be an asset;
- Excellent writing and verbal communication skills;
- Sound analytical and problem-solving skills;
- Excellent human relations skills.

You are invited to apply for this full-time position by submitting an application by **August 16, 2024** to:

**The Manager - Human Resources & Industrial Relations**  
**P.O. Box 631**  
**Kingston 6**  
Or email: [hr@nicjamaica.com](mailto:hr@nicjamaica.com)

**Please note that only shortlisted candidates will be contacted.**