

POSITION VACANT

Applications are invited for the temporary post of Census Project Manager 2022 Population and Housing Census

Under the supervision of the Director, Censuses, Demographic & Social Statistics, the Census Project Manager will be temporarily appointed for a period of two (2) years and will be responsible for supporting major initiatives for the implementation of the 2022 Population and Housing Census (Census 2022). The Census Project Manager should possess knowledge of project development and the ability to manage a project or programme from start to finish. The incumbent will drive change and process improvements. The position of the Census Project Manager is focused heavily on tracking a wide range of activities/functions for Census 2022, including project schedules, identifying risks and developing and executing contingency plans.

Qualifications & Experience Required

- Bachelor's degree with a major in Business or Public Administration, Behavioural or Social Sciences, Finance, Data Analytics or related degree.
- Advanced levels of responsibility and three to four (3-4) years' of project management or data analytics experience.
- Ability to perform independently within tight deadlines.
- Ability to multi-task, prioritize and manage time effectively.
- Ability to handle/manage stress, such as high work volume and frequent change.
- Proficiency in Project Management tools with at least one Enterprise Project Management software tool, e.g., Microsoft Project, would be a distinct advantage.

Required Competencies

STATIN –CORE COMPETENCIES	STATIN – SUPERVISORY COMPETENCIES	FUNCTIONAL COMPETENCIES
<ul style="list-style-type: none"> • Excellent written and oral communication skills • Excellent organizational knowledge • Excellent interpersonal skills • Excellent teamwork and cooperation skills • Demonstrated high level of integrity • Demonstrated customer and quality focus 	<ul style="list-style-type: none"> • Excellent leadership skills • Excellent strategic planning skills • Excellent people management skills • Demonstrated effectiveness in managing external relationships 	<p>Extensive Knowledge of:</p> <ul style="list-style-type: none"> • Project management practices • Creating a work breakdown structure (WBS) to translate requirements into tasks. • Task scheduling and resource assignment. • MS Office suite (Word, Excel, and PowerPoint).

Summary of Duties

- Manages Census 2022 project administration activities throughout its life cycle (from inception to closure).
- Develops detailed Census 2022 project plans, schedules and budgets by using project management tools such as Microsoft Project and by working with appropriate staff to understand tasks necessary to complete project.
- Assists in the definition of the Census 2022 project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Measures Census 2022 project performance using appropriate tools and techniques.
- Ensures Census 2022 project and programme planning are well integrated and dependencies are identified and addressed.
- Maintains programme-wide monitoring and reporting procedures that provide the Census Steering Committee with an accurate overall understanding of programme and Census 2022 project status.
- Designs a risk mitigation plan for Census 2022.
- Ensures all parts of the Census 2022 project are processed, organized and progressing according to predetermined timelines and deliverable dates.
- Assists in assigning project tasks to relevant parties and obtains status updates.
- Develops and maintains project performance database that tracks overall progress and the accomplishment of specific milestones.
- Identifies programme support risks that may compromise the achievement of outcomes and takes steps to mitigate risk or reduce impact.
- Assists in the preparation and administration of the Census annual budget.
- Resolves or assists in the resolution of conflicts within and between programmes or functional areas of the Census.
- Meets with Census 2022 internal stakeholders periodically to obtain updates on the status of each programme and to clarify specific requirements/project parameters of each programme.
- Prepares weekly updates of achievements and challenges encountered as well as monthly progress reports and annual reports in line with the project reporting, monitoring and evaluation requirements.
- Creates and maintains comprehensive project documentation.
- Participates in Census 2022 Steering Committee meetings and other stakeholder meetings.

Applications should be submitted by Monday, January 25, 2021 to:

The Human Resource Manager
Corporate Services Division
7 Cecelio Avenue
Kingston 10.

Or h-r@statinja.gov.jm

N.B. Only short-listed candidates will be contacted.



Statistical Institute of Jamaica