



Director of Projects

USF.....Bridging the information gap.....Internet Access for Everyone.

The Universal Service Fund, an agency of the Ministry of Science, Energy and Technology invites applications from qualified ICT/Telecommunications Project Management professionals to fill the position of Director of Projects. This fixed-term contract senior management position includes the conceptualization and execution of projects to accelerate the provision of universal access to Internet services island wide pursuant to the government's Universal Service Obligation commitment. (**Major projects:** *Islandwide Broadband Network, Public WiFi, Community Access Points, e-Learning Project, Tablets-In-Schools, Technology Advancement Programme, etc.*)

CORE RESPONSIBILITIES:-

- Maintain overall responsibility for assessment, designing, implementation and monitoring of all projects
- Defining the scope of each project and preparing evaluation reports and recommend to the CEO for Board approval
- Collaborating with external organizations to develop strategic project initiatives
- Utilizing modern project management techniques to ensure the most efficient management and execution of all projects
- Determining the resources required to efficiently complete each project
- Developing and reviewing schedules to ensure the attainment of milestones as planned
- Determining the objectives and measures upon which each project will be evaluated at completion and preparing post implementation reviews
- Preparing annual, quarterly, and monthly plans for inputs into the Corporate Plan, Annual Reporting, Strategic Reporting to the Board and any other statutory reporting obligations
- Developing and reviewing Project cash flow forecasts to execute projects efficiently, within budget and on time, consistent with the mandate of the Universal Service Fund.

REQUIREMENTS:-

- Post Graduate degree in Electrical Engineering/Telecommunications/Information Technology or equivalent, plus Project Management Certificate, with at least three years experience in the field.
- Sound knowledge and experience in Project Management
- Sound knowledge of data communications principles
- Sound knowledge in computer systems and developments within the ICT sector.
- Good working knowledge of web technologies
- Sound knowledge in the use of Microsoft Office tools and Microsoft Project.
- Excellent communication and presentation skills.
- Ability to effectively prioritize and execute tasks within a high-pressure environment.

Ownership of a reliable motor vehicle, approved for use on corporate business is a requirement.

Submit applications no later than Friday 2018 March 16 to:

hr@usf.gov.jm or

The Human Resource/Administration Manager

Universal Service Fund

4th Floor, PCJ Resource Centre

36 Trafalgar Road, Kingston 10

The Universal Service Fund (USF) is a statutory body with a mandate for discharging the government's responsibilities for universal ICT services under the Telecommunications Act. The USF has the responsibility to collect and manage the Universal Service Obligation Levy imposed on incoming international telephony calls.

**We extend our appreciation to all applicants.
However, only shortlisted applicants will be contacted.**