



## Project Officer

*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 for the position of Project Officer to assist with the designing, planning, assessment and execution of projects; efficiently, within budget and on time, consistent with the mandate of the Universal Service Fund. This fixed-term contract position includes collaborating with project stakeholders island-wide to identify and evaluate strategic projects and to ensure punctual implementation and monitoring of the approved projects at industry leading standards. (**Major projects:** *Islandwide Broadband Network, Public WiFi, Community Access Points, e-Learning Project, Tablets-In-Schools, Technology Advancement Programme, etc.*)

### **CORE RESPONSIBILITIES:-**

- Identify potential projects, consistent with the corporate mandate
- Evaluate project proposals for compliance with established funding criteria
- Define the deliverables, resource requirements and work plan for each project
- Monitor all project implementations island-wide
- Compile timely financial and performance reports for presentation to management etc.
- Track and control project costs, time and executions
- Testing and managing the operation of the wide-area-network and associated equipment
- Ensure that computer systems are operating optimally at all times
- Performing User Acceptance Testing for all completed projects

### **REQUIREMENTS:-**

- BSc. In Electrical Engineering/Telecommunications/Information Technology or equivalent with at least three years' experience in the field; plus Project Management certificate.
- Sound knowledge and experience in project management.
- Sound knowledge of data communications principles.
- Good working knowledge of web technologies
- Sound knowledge of computer systems.
- Sound knowledge in the use of Microsoft Office tools including Microsoft Project.
- Excellent written and oral communication 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](mailto:hr@usf.gov.jm) or

**The Human Resource/Administration Manager**

**Universal Service Fund**

**4<sup>th</sup> 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.**