

ASSISTANT PROJECT COORDINATOR

The Universal Service Fund invites applications for the position of Assistant Project Coordinator. The Assistant Project Coordinator is responsible for providing project management support in the planning and effective execution of projects within budget and on time, consistent with the mandate of the Universal Service Fund. This includes collaborating with project stakeholders island-wide to identify strategic projects and to ensure punctual executions of approved projects at industry leading standards as well as participating in the provision of technical expertise for tender specification and evaluation of proposals/bids for project implementation.

CORE RESPONSIBILITIES

- Evaluate project proposals for compliance with established funding criteria.
- Prepare project plans and assist with ensuring that the intended projects are completed within the specified quality assurance framework.
- Prepare specifications and cost estimates for projects.
- Monitor projects, outputs and implementations island-wide.
- Assist with implementing project management procedures across the organization.
- Maintain project management files for each project.
- Define the deliverables, resource requirements and work plan for projects.
- Monitor project executions island-wide to ensure maximum efficiency.
- Compile timely financial and performance reports for presentation to management etc.
- Track and control project costs, time and executions.
- Test and assist in managing the operation of the wide-area-network and associated equipment.
- Conduct inspection of projects in progress; compare work-in-progress against project schedule timeline and standards.
- Perform User Acceptance Testing for all completed projects.
- Provide technical assistance to Community Access Point Administrators.
- Assist with the analysis of data to inform technical specifications.
- Assist with the evaluation of technical documents

MINIMUM REQUIREMENTS

- BSc. In Electrical Engineering/Telecommunications/ Information Technology or equivalent with at least two years' experience in the field.
- Experience and knowledge in project management techniques.
- 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, January 21, 2022** 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), an agency of the Ministry of Science, Energy and Technology 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.