



## PROJECT MANAGER (SOG/ST9)

The **North East Regional Health Authority**, a statutory body under the Ministry of Health with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary and Portland, is seeking a **strong, dynamic, and proactive** individual to fill the position of **Project Manager** at its Regional Office in Ocho Rios.

**Reporting to the Director of Operations and Maintenance, the successful candidate must possess:**

- Bachelor degree in Civil Engineering or equivalent
- Certificate in Project Management
- Five (5) years managerial experience, three (3) of which must be project management
- PC operating skills including working knowledge of project management software.
- Excellent analytical, forecasting and problem solving skills
- Effective oral and written communication skills
- Ability to effectively use project management software applications
- Excellent skills in the management of financial and material resources
- Excellent time management and report writing skills

**Responsibilities will include:**

- Planning, directing and coordinating activities of designated projects in compliance with designs specifications, policies and regulations.
- Undertaking the physical and financial monitoring of capital projects by way of site visits.
- Reviewing project proposals regularly to determine project progress within time frame, budgeted funding, project approved procedures & staffing requirements
- Undertaking the technical, economic and financial analysis of project profiles and advising selection committees on the nature, purpose and feasibility of capital projects.
- Directing and coordinating activities of project personnel to ensure project progresses on schedule and within the budget.

Applications along with detailed resume' should be sent no later than **Tuesday, May 15, 2012** to:

**The Director, HRM & IR**  
**NERHA**  
**34-38 Ocean Village Shopping Centre**  
**Ocho Rios**  
**St. Ann**

E-mail: [jobs@nerha.gov.jm](mailto:jobs@nerha.gov.jm)

Fax: 795 – 2747

**We thank all applicants who apply, however only shortlisted applicants will be acknowledged.**