

# PROJECT MANAGER

## WIDER NEGRIL BEACH RESTORATION PROJECT

### *JOB SPECIFICATION AND DESCRIPTION*

---

#### 1. BACKGROUND

Over the last 4 decades, the Negril Long Bay and Bloody Bay region in Westmoreland and Hanover has been undergoing a gradual and steady erosion trend with rates ranging between 0.5 and 1.0 metre annually. This has resulted in most sections of the shoreline losing between 22 and 55 metres of beach while other sections have lost up to 70 metres. During this period, several studies committed to identifying the causes accompanied by several attempts at solutions have been executed by various institutions, but with very little or no positive long-term and sustainable response to the growing problem.

Negril is a highly diverse community with varying stakeholders who are heavily dependent on several industries, with the main one being tourism. Possessing the longest stretch of white sand beach in the Island, tourism in Negril accounts for some of Jamaica's highest stop over arrival figures, and provides amongst the highest number of direct jobs and a number of indirect services within the industry. From time to time, the tourist industry in Jamaica, has recorded higher rates of direct employment than in several other sectors including the financial services, education, communication services, and chemicals manufacturing sectors. Negril has been a major contributor to this ongoing national achievement, thereby emphasizing the national importance of the area, and the corresponding need for a holistic and stakeholder driven approach; that serves to meet the needs of all- current and future.

#### 2. RATIONALE

The Negril region requires a champion to work with the ***National Chamber of Commerce (NCC)*** and its partners to conceptualize and execute a robust solution to the continued beach erosion. The project therefore is to be led by an individual who has the optimum knowledge, skills, experiences and attitude that will facilitate the goals of the project, which are:

- a) Goal 1: Successful implementation of an overarching solution to the beach erosion problem along the Negril, Long Bay and Bloody Bay region
- b) Goal 2: Establishment of an effective financial mechanism to safeguard the maintenance and wider sustainable operations of the WNBR Project

#### 3. JOB DESCRIPTION

Position Title: Project Manager

Reporting: Chairman of the Negril Chamber of Commerce (NCC) or other as may be advised from time to time

Term: Full-Time Employment with two years with option to renew – full time

Key Relationships: Internal - NCC, JHTA, local stakeholders

External - Government of Jamaica, SDC, NEPA, Media Houses

Core Functions: The position has responsibility for managing and leading the delivery of a solution to the continued beach erosion suffered on Long Bay and Bloody Bay. The execution of this role must be based on the current direction of the NCC to use a beach nourishment method which involves the dredging of material from a near shore source. The position requires the development of a Road Map to achieve the goals (solution), and must include the following components:

- i. Management Plan for the execution of the map
- ii. Funding Strategy through public private partnership (PPP) to support the capital project and maintenance thereafter
- iii. Outline of the accounting plan and scheduling of pre-construction and construction works, for the capital project as well as for the maintenance phase.
- iv. Public, communication and stakeholder relations strategy to include government, non-government, private sector and the media

Main Requirements: The Project Manager must be:

- i. Financially aware with experience in governance to create the structural details of the public private partnership that is necessary. NGO experience and/or education would be an asset with private funding collection and administration.
- ii. The candidate must be solutions based with formal or demonstrated experience in project management with business orientation.
- iii. The candidate must be capable of effectively and efficiently leading diverse groups, individuals and communities towards an agreed direction. Experience in working with community groups and all levels of stakeholders is a definite asset.

#### **4. JOB SPECIFICATIONS**

##### **A. Qualifications and Experience:**

- i. Minimum 5 years' experience in a similar capacity
- ii. Must possess at least a first degree in business, governance, social development
- iii. Project Management experience and/or certification, with a finance background
- iv. Professional Certification through an internationally recognized Engineering and/or Facility Management Organization would be an asset.

- B. Core Competences:
- i. Strong organizational skills
  - ii. Strategic planning, monitoring and evaluation skills
  - iii. Financial management skills
  - iv. Ability to take constructive action without relying on directions from others
  - v. Ability to exercise flexibility in order to accomplish goals
  - vi. Effective decision-making skills in order to minimize/manage risk (Risk Assessment)
  - vii. Strong problem-solving skills, encourages new innovative solutions when appropriate
  - viii. Strong communication skills
  - ix. Strong customer and team member relation skills

## 5. KEY INSTRUMENTS

Within the framework of the core functions of this job, the project manager is required to develop the following instruments that will generally outline the strategic (project) objectives, projects outputs (deliverables) and major tasks involved in meeting these objectives. The key instruments are:

- a) Project Road Map, showing a high-level overview of the project's objectives, initiatives and desired outcome.
- b) Project Management Plan showing how the project will be executed, monitored and closed.
- c) Work Plan that sets out the specific tasks, targets and timelines, and used appraise the performance of the Project Manager.

## 6. JOB RESTRICTIONS

Notwithstanding that this position's success is highly determined by the ability of the candidate to build effective relations with key stakeholders, the project manager is not authorized to enter into any contractual agreement (verbal or otherwise) with external parties; without full consultation with and approval from the NCC.